

Job Description - Class Teacher

Job title	Class Teacher
Reporting to	Headteacher
Salary	M3-M6 dependent on experience

Purpose of this role

- Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document (STPCD)
- Carry out the professional duties of a teacher
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher.
- To support and sustain the school's vision at all times
- To ensure pupils (particularly those for whom you are primarily responsible) make excellent progress academically, socially and personally.

Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Safeguarding and pastoral care

1. Along with all other staff, be responsible for the day-to-day safeguarding and welfare of all the children in the school
2. Have responsibility for reporting any concerns relating to the safeguarding of children to the Designated Safeguarding Lead in accordance with the school's agreed safeguarding procedures.
3. Be responsible for the learning, pastoral care and personal development of a class of pupils
4. Promote the general progress and wellbeing of all pupils in the school
5. Encourage pupils to participate in all aspects of school life and encourage their full attendance
6. Contribute to the preparation of support plans and other reports as needed
7. Alert appropriate staff to problems experienced by pupils and participate in possible actions to address issues

8. Communicate with parents / carers and with external agencies concerned with the welfare of individual pupils after consultation with appropriate staff
9. Apply the school's behaviour management systems so that effective learning can take place

Teaching, learning and assessment

1. Ensure effective teaching and maximise use of available learning time
2. Ensure high quality learning experiences for pupils which meet internal and external expectations of high quality teaching and learning
3. Identify clear teaching objectives and specify how they will be taught and assessed
4. Use pupil assessment information effectively to inform teaching and learning
5. Plan and provide teaching strategies that meet the needs of pupils with varied learning needs as well as ensuring that an appropriate broad and balanced curriculum is reflected in the teaching/learning experiences of pupils
6. Plan and provide learning sequences which challenge and inspire pupils and ensure high levels of interest
7. Provide clear structures for lessons, maintaining appropriate pace, motivation and challenge
8. Set high expectations of what children can achieve in their learning and personal development
9. Use a variety of teaching methods to match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
10. Use effective questioning, listen carefully to pupils, give attention to pupils' errors and misconceptions
11. Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subjects taught
12. Develop plans of action, schemes of work and materials to support children's progress across the curriculum.
13. Be involved in identifying all levels of pupil need (including those with SEND or who are very able), planning and reviewing effective interventions to personalise the learning appropriately
14. Provide programmes of learning that take account of children's individual needs and that are mindful of their holistic development.
15. Create and manage a well-organised and attractive learning environment which responds to pupils' needs and supports them in their learning.
16. Provide or contribute to oral and written assessments and reports relating to individual pupils and groups of pupils, including at parents' evenings
17. Maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
18. Mark work and give pupils written and verbal feedback as required in line with the school's policies
19. Evaluate and reflect on own teaching critically to improve effectiveness

Information management

1. Maintain appropriate records and to provide relevant accurate and up to date information, including paperwork to support the work of external agency professionals
2. Complete the relevant documentation to assist in the recording of pupil assessment and to support SEND processes for relevant pupils
3. Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required
4. Where necessary, contribute to the statutory assessment procedure, to support children as described in their Education, health and Care Plans or SEND other support plans and to contribute to annual reviews.

Communication

1. Provide clear direction and guidance for the support staff team to enable them to work effectively with pupils
2. Communicate effectively with parents / carers as appropriate
3. Where appropriate, communicate and co-operate with persons or agencies outside the school
4. Follow agreed policies for communication in the school

Management of resources

1. Contribute to the process of the ordering and allocation of equipment and materials
2. Assist the SLT to identify resource needs and to contribute to the efficient/effective use of physical resources
3. Co-operate with other staff to ensure sharing and effective usage of resources to the benefit of the school and pupils

Leadership duties (where appropriate to career stage – not for ECT)

1. Be responsible for the leadership of a curriculum area or key aspect of the school's work as required
2. Be responsible for the development of resources, schemes of work, policies, and teaching strategies in the designated leadership area
3. Contribute to the designated leadership area by staying abreast of the most recent educational and pedagogical research/papers
4. Plan and prepare staff training where necessary
5. Contribute to the whole school's planning activities
6. Ensure the curriculum area / leadership aspect is consistently delivered across the school within the most recent legislation.
7. Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of all pupils, and the school's vision.

Other Specific Duties

1. Play a full part in the life of the school community, to support its vision and ethos
2. Take part in the school's staff development programme by participating in arrangements for further training and professional development
3. Continue personal professional development in the relevant areas including subject knowledge and teaching methods
4. Keep abreast of current developments in education
5. Engage fully in the staff appraisal process
6. Ensure the effective/efficient deployment of classroom support
7. Work as a member of a team and to contribute positively to effective working relations within the school
8. Foster a team approach with parents/carers, school staff and other multidisciplinary agencies who contribute to the provision for our pupils.
9. Support the school in meeting its legal requirements
10. Promote actively the school's policies, procedures, routines & guidelines
11. Comply with the school's Health and Safety policies and undertake risk assessments as appropriate
12. Undertake any other duty as specified by the STPCD not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disability condition.

The safeguarding and promotion of the welfare of children is the responsibility of all members of staff at Frogwell Primary School and Complex Needs Resource Base.



Frogwell Primary School & Complex Needs Resource Base

www.frogwell.co.uk
01249 652815

Frogwell Primary School, Derriads Lane
Chippenham, Wiltshire, SN14 0DG
Headteacher - Rachel Neville

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Signed by postholder:

Date:

Signed by Headteacher:

Date:

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