

GRANGE C E PRIMARY SCHOOL

JOB DESCRIPTION: CLASS TEACHER

Core purpose of post

To facilitate and encourage learning which enables pupils to achieve high standards; to share and support the whole school responsibility for the safety, well-being and education of all pupils.

The job description should be read alongside the range of professional duties of Teachers as set out in the Teachers' Pay and Conditions Document, Professional Duties. The postholder will be expected to undertake duties in line with the Teachers' Standards (2012). They must hold QTS and continue to maintain these standards.

1. Planning, Preparation, Teaching, Record Keeping and Assessment

Be jointly responsible for long, medium and short-term planning, liaising with other members of staff in order to ensure full coverage of all areas of the curriculum including religious education.

Identify clear teaching objectives, content, lesson structures appropriate to the subject matter and the pupils being taught.

Differentiate work to match the needs of all children including meeting the needs of Gifted and Talented and SEND pupils.

Write IEPs for specific individual children and devise special programmes of work when the need arises, in consultation with fellow professionals.

Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources including ICT.

Set clear targets and ensure rigorous day to day assessment, using AFL as a tool for raising attainment.

Assess and record individual pupil performance as required by the Headteacher.

Prepare and participate in parents' consultation evenings, including the compilation and reporting to parents in the annual pupil profile.

2. Classroom Management

Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, pace and challenge is maintained, and the best use is made of teaching time.

Organise and plan for non-teaching staff and volunteers working in the classroom.

Set high expectations for pupils' behaviour, establishing and maintaining an effective system of care and control through well-focused teaching and through positive and productive relationships.

Organise the physical layout of the classroom to produce the most effective learning environment for all children.

Produce a stimulating visual environment through well presented children's work and appropriate display materials that promote further learning.

Keep class registers.

3. General Responsibilities

Give every child the chance to reach their potential and meet high expectations.

To take responsibility for and ensure the safety and well-being of all pupils and report any concerns to the Designated Person for safeguarding.

Build good relationships with parents.

Promote parental interest/involvement/ understanding of the curriculum.

Be available to parents who need to see the teacher.

Undertake appropriate playground supervision.

Communicate with governors, parents, school support services and other outside agencies.

Take full and constructive part in school and staff meetings.

Work as a co-operative team member with the rest of the staff and adhere to and share corporate responsibility for agreed school policies and practices.

Take responsibility for an after/lunchtime school club and curriculum area (to be negotiated dependent on teacher experience/strengths/specialism).

Organise annual (at least) class trips/visitors, concerts and events to enhance the curriculum.

Participate in the after-hours life of the class/school - attendance at music evenings, concerts, etc.

To actively promote the school.

4. Manage own Performance and Development

Attend relevant staff development and training as agreed with the Headteacher.

Take responsibility for their own professional development and keep up to date with current research and developments in pedagogy in the subjects they teach.

Set a good example to the pupils they teach in their presentation and their personal conduct (including use of social media).

Evaluate their own teaching and performance critically and use this to improve their effectiveness.

Follow all guidance related to H and S and Safeguarding including e-safety.