



# Croyland Primary School

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## Job Description

### **Class Teacher**

**Responsible to:** Headteacher

**Direct Reporting to:** Deputy Headteacher

#### **Job Purpose:**

The class teacher will take responsibility for the learning needs of a class of children, ensuring that they are safe, feel valued and are challenged, and therefore achieving their potential. The class teacher will plan effectively to meet the needs of all pupils, taking account of ethnic and cultural diversity to enrich the curriculum and raise achievement. They will ensure a good standard of pupil behaviour and deal with inappropriate behaviour within the context of the school's agreed policies. The class teacher will identify the level at which a child is achieving and make accurate assessments. They will set clear targets for improvement of pupils' achievements and monitor progress. They will liaise effectively with pupils' parents and carers. The class teacher will take responsibility for implementing school policies and practices.

#### **Principal Working Contacts:**

Teaching staff; Support staff; Pupils; Parents

## **Areas of Responsibility and Key Tasks**

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These details the professional and particular duties required of teachers, together with requirements for Management time, working time, guaranteed planning and preparation time.

### **a) Planning, Teaching and Class Management**

To teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed, including Individual Education Plans for children with SEN;
- Setting tasks which challenge pupils and ensure high levels of interest;
- Setting appropriate and demanding expectations;
- Setting clear targets, building on prior attainment;
- Identifying SEN or very able pupils;
- Providing clear structures for lessons, maintaining pace, motivation and challenge;
- Making effective use of assessment and ensuring coverage of National Curriculum programmes of study;
- Ensuring effective teaching and best use of available time;
- Monitoring and intervening to ensure sound learning and discipline;
- Using a variety of teaching methods to:
  1. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary.
  2. Use effective questioning, listen carefully to pupils, and give attention to errors and misconceptions.
  3. Select appropriate learning resources and develop study skills through library, I.C.T. and other sources.
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluating their own teaching critically to improve effectiveness;

### **Additional Standards for Early Years**

- take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies, and particularly the foundations for literacy and numeracy;
- encourage pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
- use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;
- manage parents and other adults in the classroom.

## **b) Monitoring, Assessment, Recording, Reporting**

To:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work effectively and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- prepare and present informative reports to parents.

## **c) Other Professional Requirements**

To:

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors;
- co-ordinate or manage the work of other staff.

### **Other Duties:**

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

This job description will be supported by an Annual Job Plan which will list the key tasks, responsibilities and outcomes sought from the post holder in then school year. These will be derived from the School Development Plan and others school priorities.

Signature of Class Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_