

Job Description – Class Teacher

Chorleywood Primary School

Job Title: Teacher

Pay Range: MPS1 – MPS6 (£33,075 – £45,037)

Post Accountable To: Mrs Whitehill, Headteacher

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with the paper 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Main Purpose of the Job

To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher.

Areas of Responsibility and Key Tasks

a) Planning, Teaching and Class Management

Teach allocated pupils to achieve good/outstanding progression of learning through:

- Identifying clear learning objectives and specifying how they will be taught and assessed
- Setting tasks which challenge all pupils and ensure high levels of engagement
- Setting high expectations for all
- Setting clear targets, building on prior attainment
- Personalised learning to meet individual needs
- Effective use of Assessment for Learning strategies
- Providing clear structures for lessons maintaining pace, motivation, engagement and challenge
- Making effective use of assessment and ensure coverage of programmes of study
- Ensuring highly effective teaching and best use of available time
- Maintaining positive class behaviour in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework

- Liaise with the INCo to support vulnerable pupils
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subjects taught
- Evaluating own teaching critically to improve effectiveness
- To liaise, as necessary, with support teachers and other staff, both internal and external to the school, to achieve the best educational provision for the pupils within the class
- Ensuring the effective and efficient deployment of classroom support
- Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere and listen attentively

b) Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to inform future planning
- Mark and monitor pupils' work and set targets for progress in line with the school policy
- Involve pupils in self and peer assessment
- Undertake summative assessment of pupils
- Prepare and present informative reports to parents
- Analyse data and intervention, prepare documentation and suggest additional interventions for Pupil Progress Meeting with the HT and INCo

c) Curriculum Development

- Oversea a subject or aspect of the school's work (not applicable in ECT year)
- Contribute to the whole school's strategic planning and monitoring activities

d) Other Professional Requirements

- To follow all safeguarding policies and procedures to ensure pupils are safe
- To share responsibility for promoting a high quality learning environment
- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Good subject knowledge to enable highly effective teaching and learning
- 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
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Take part in liaison activities such as Parents Evenings and events with partner schools
- Contribute to the life of the school through effective participation in meetings, PTA events and work with other schools as directed
- Take responsibility for own professional development and duties in relation to school policies and practices
- Liaise very effectively with parents and governors

- To promote equal opportunities within the school and to seek to ensure the implementation of the school's Equality, Equity, Diversity and Inclusion policy.
- To undertake such other duties as reasonably required by the Headteacher

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Person Specification

Qualifications, knowledge and experience

- QTS
- Primary teaching experience
- Experience of positively and calmly managing pupils with emotional and behavioural difficulties
- Experience in using assessment and attainment information to improve practice and raise standards
- Experience in using strategies to promote good learning relationships and high attainment in an inclusive environment

Skills and abilities

- Evidence that your teaching leads to good/outstanding outcomes for learners
- Excellent understanding of the components that comprise good/outstanding teaching and learning
- Ability to use differentiation and assessment for learning strategies to increase pupil engagement and enable all pupils to access the curriculum.
- Evidence of a commitment to own professional development leading to improved outcomes for learners

Personal Qualities

You will have:

- A very positive and professional attitude, excellent interpersonal skills and evidence of having used them effectively even in challenging circumstances
- Boundless enthusiasm, energy and ideas for learning, alongside a good sense of humour
- The ability to form positive professional relationships and work effectively with staff

And will be:

- Efficient and well organised
- Committed to realising the schools vision and aims, including the inclusion and safeguarding of all pupils

Candidates must ensure that, if they are successful at interview, they are able to provide evidence of their Right to Work and Remain in the UK.

The School is not able to employ any person who cannot validate their Right to Work and Remain in the UK in the line with the Asylum, Immigration and Nationality Act 2000.

Successful candidates will be required to apply for an enhanced DBS via the Disclosure and Barring Service.