**The Federation of Thundridge and Ponsbourne St Mary’s CofE Schools**

**Job Description - Class Teacher**

**Core purpose**

The teacher will:

• Fulfil the professional responsibilities of a teacher, as set out in the School Teacher’s Pay and Conditions Document (STPCD)

• Meet the expectations set out in the Teacher’s Standards

• Fulfil duties reasonably directed by the Headteacher

N.B. The duties listed below are not an exhaustive list of requirements.

**Key responsibilities**

Teaching:

• Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder

• Plan and teach well-structured lessons to assigned classes, following the school’s plans and curriculum

• Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils

• Participate in arrangements for preparing pupils for examinations.

Whole-school organisation, strategy and development:

• Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision

• Make a positive contribution to the school’s vision and values

• Work with others on curriculum and/or pupil development to secure coordinated outcomes.

Health and Safety:

• Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person

• Promote the safety and wellbeing of pupils

• Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Working with colleagues and other relevant professionals:

• Collaborate and work with colleagues and other relevant professionals within and beyond the school

• Develop effective professional relationships with colleagues.

Management of staff and resources:

• Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers

• Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff

• Monitor quality and standards of resources delegated to them.

Professional development:

• Take part in the school’s appraisal procedures

• Take part in further training and development in order to improve own teaching and overall performance

• Where appropriate, take part in the appraisal and professional development of others.

• Where appropriate, take responsibility for subject leadership.

Communication:

• Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

**Relationships**

The post holder is responsible to the head teacher for his/her teaching duties and responsibilities and for teaching tasks.

The post holder is to interact on a professional level with colleagues and seek to establish and maintain productive relationships. This is to promote mutual understanding of subjects in the school curriculum, with the aim of maintaining a high standard of teaching and learning in the school.

The post holder is responsible for the supervision of the work of a teaching assistant, relevant to his/her responsibilities.

From time to time and under the direction of the head teacher, the post holder may be required to supervise a student or pupil on work experience.

**Job context**

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

The Federation of Thundridge and Ponsbourne St Mary’s CofE Schools has rigorous Safeguarding Children Procedures and is committed to the welfare of children. All staff are expected to share this commitment.

All teachers make a valuable contribution to the school’s development and, therefore, to the progress of all pupils. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

**Review of duties**

This job description and allocation of particular responsibilities may be amended by agreement with the head teacher from time to time.

Signature of post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of head teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_