

HERTFORDSHIRE COUNTY COUNCIL  
CHILDREN, SCHOOLS & FAMILIES  
Redbourn Junior School

**TITLE OF JOB:** CLASS TEACHER

**LOCATION:** REDBOURN JUNIOR SCHOOL

**JOB PURPOSE:** To develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude. To assess and record progress and prepare pupils for examinations. To link pupils' knowledge to earlier learning and develop ways to encourage it further and challenge and inspire pupils to help them deepen their knowledge and understanding.

The Class Teacher will carry out his or her professional duties in accordance with the duties and responsibilities of Class Teachers as set out in the annual Teachers' Pay and Conditions Document.

The Class Teacher will be accountable to the Head Teacher for the standards achieved and the conduct, management and administration of the school, subject to any policies which the Department for Education and the Governors may make.

The job description is subject to annual review.

**Core Purpose of the Class Teacher:**

The Class Teacher has a responsibility for ensuring that the pupils in his/her care are taught thoroughly and purposefully and that the best possible learning environment prevails. Redbourn Junior School takes pride in a strong positive ethos and this is upheld and constantly reinforced by the class teacher who must aim to create a happy, successful working environment in which pupils of all abilities can flourish.

A class teacher is not working in a vacuum; she/he is part of a departmental team and consequently can expect the help, support and guidance of the Head of Department and other members. The Class Teacher is also responsible for helping to raise standards across the school.

The relevant duties are as follows;

**Planning**

Plan teaching to achieve progression in pupils' learning through:

- Identifying clear teaching and learning objectives and specifying how they will be taught and assessed
- Setting tasks, including homework, which challenge pupils and ensure a high level of interest

- Setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work
- Setting clear targets building on prior attainment
- Identifying the needs of individuals and groups within the class
- Making effective use of assessment information when planning lessons
- Planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development
- The use of Teaching Assistant time as appropriate.

### **Teaching and Class Management**

- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Use a variety of teaching methods to:
  - (i) structure information well, including outlining content and aims and summarising key points as the lesson progresses
  - (ii) instruct, demonstrate and give accurate, well paced explanations using appropriate vocabulary
  - (iii) use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- Select appropriate learning resources and develop study skills through library, ICT and other sources
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught

### **Monitoring, assessment, recording, reporting**

- Manage pupil progress socially and academically whilst tracking the progress of individual pupils within your class
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- To follow the school's marking, recording and assessment policy
- Mark and monitor pupils' work 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

### **Staff management**

- Work as a team with fellow year group teachers
- Update fellow teachers of any new teaching styles/findings you have found
- Be involved in decision making and policy development across the school in consultation with whole staff, where appropriate
- To maintain a well organised and pupil friendly classroom
- To ensure the classroom is a lively and interactive learning environment
- Arrange and promote trips and speakers within the year group where appropriate
- To participate in meetings relating to the curriculum, administration and organisation of the school, including pastoral arrangements.
- To contribute to the school's Review and Development by attending staff meetings and discussions.

### **Pastoral Care**

- Monitor attendance and punctuality of the class
- Keep reports of pupil behaviour, completing pupil notes following any incidents
- Make contact with parents to discuss pupils behavior, where appropriate in association with Head of Section and/or Headmaster and complete an appropriate record of communication

### **Teaching Methods and Professional Development:**

- To review methods of teaching, programs of study and teaching materials
- To participate in further training and professional development and share the information as appropriate.
- To participate in Performance Management

### **Other professional requirements**

- 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
- Staying up to date with changes and developments in the structure of the curriculum
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- Taking part in school events and activities which may take place at weekends or in the evening
- To support with reasonable cover as required
- Liaise effectively with parents and governors as necessary
- In addition to carry out other duties as reasonably required by the Headteacher.
- To support and guide classroom assistants if applicable

## **Qualifications, Skills, Experience and Personal Attributes:**

The Class Teacher will:

- Demonstrate personal enthusiasm for and commitment to the learning process and personalised education for children.
- Motivate and direct pupils
- Reinforce high standards and expectations that exist within the school.
- Demonstrate leadership and communication skills, energy and enthusiasm.