



## St. Mary's Church of England (VA) Primary School Job Description

Job Title:	<b>Class Teacher</b>
Location:	<b>St. Mary's Church of England (VA) Primary School</b>
Salary Range:	<b>Teachers' Pay Scale (Main or Upper)</b>

### **1. PURPOSE OF THE JOB**

To deliver high quality teaching and learning to pupils who are assigned to the post-holder.

### **2. ACCOUNTABILITY**

Class teachers are directly responsible and accountable to the Headteacher, and in her absence the Deputy Headteacher.

### **3. MAIN DUTIES**

All teachers work within the statutory pay and conditions of employment set out in the current School Teachers Pay and Conditions Document. The duties listed below are not, therefore, an exhaustive list of what is required.

- Be responsible for the quality of teaching and learning of all pupils (including those with SEND) who are assigned to the post holder.
- Supervise the work of any support staff, including Higher Level Teaching Assistants and support teachers who are assigned to work with the post-holder's pupils.
- Provide leadership across the school in a designated subject of curriculum area (except Newly Qualified Teachers) which will include:
  - I. Monitoring quality and standards
  - II. Contributing to school planning and self-evaluation
  - III. Providing professional support to other teachers and support staff
  - IV. Advising the Headteacher on appropriate resources and materials
  - V. Leading appropriate professional development.

### **4. ESSENTIAL ACTIVITIES**

- To plan, prepare, organise, monitor and evaluate programmes of work and methods of record keeping
- To provide an exciting, challenging, welcoming, secure and varied learning environment with opportunities to engage in individual and group problem-

solving wherever appropriate, in a cross-curricular way, using a variety of teaching approaches and activities to suit learner's different learning styles.

- To teach the children according to their individual educational and developmental needs
- To have regard for children with learning difficulties , working closely with the schools' SENCO and Designated Senior Person for child protection
- To support the evaluation, writing and delivery of Pupil Passports for the children in your class
- To promote the diversity of our school community
- To assess and report on the development, progress and attainment of learners
- To support and promote continuity and experience in learning
- To be responsible for the welfare of the children in your own class in particular and the whole school generally
- To encourage children to be self-motivated and take a pride in themselves, their achievements and those of their peers
- To support the school's Behaviour Policy at all times
- To be familiar with new initiatives
- To ensure files and records are available at all times in school and submitted for monitoring when required
- To work as part of a cohesive team
- To direct and monitor the work of other adults within the classroom team. You are required to have a planning and assessment meeting with support staff.
- To adhere to our aims, School Development Plan, policies and classroom code of practice in all planning and activities
- To keep a tidy and well-organised classroom environment
- To welcome visitors into your classroom
- To participate in regular INSET
- To attend weekly staff meetings
- To take part in Performance Appraisal according to school policy
- To take an extra curricular club
- To be responsible for curriculum areas throughout the school as necessary depending on experience
- To carry out any reasonable duties which may be required by the Headteacher which are within the terms of the contract

## **5. 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.

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.

For NQTs, subject leadership will be taken by their line manager or another leader during the first year of employment at the school.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirements to meet threshold standards.

In particular, teachers at UP3 will:

- Provide a role model for professional practice in the school
- Make a distinctive contribution compared with the other teachers
- Contribute effectively to the wider team.

## **6. COMMUNICATION**

- Headteacher
- Governors
- All staff within the school
- Parents, children and families
- Visiting professionals
- Members of St Mary's Church
- Members with the local community

## **7. JOB ENTITLEMENTS**

- 10% release time for Planning, Preparation and Assessment
- Access to training and staff development according to personal development needs and the needs of the school
- Five high quality days of INSET
- Annual Performance Appraisal and reviews

## **REVIEW OF DUTIES**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

Signed colleague ..... Date .....

Signed Headteacher ..... Date .....