Post Title:	**CLASSROOM TEACHER – Part-time maternity cover**
School:	**Henham and Ugley Primary and Nursery School**

The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:

Purpose:	Responsibility for a Class Co-ordinating activities relating to a subject area or areas, to include: • Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice • Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment • Giving guidance, support and encouragement to staff and leading in-service development sessions
Responsible to:	Headteacher
Scope:	Classroom teacher Subject Co-ordination
Salary/Grade:	Main Scale

This appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions document and other current legislation.

The post holder will be expected to meet the professional standards set out in the DfE's 'Teachers' Standards' document.

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

TEACHING

When teaching a class teacher will be required to:

- Teach the required or expected knowledge, understanding and skills, and ensure the pupils acquire and consolidate them, and are able to use and apply them across all curriculum areas, in a range of learning contexts;
- Teach clearly structured lessons and sequences of work which interest and motivate the pupils, make learning objectives and outcomes clear, and promote active and independent learning that enables all pupils to think for themselves, and to plan and manage their own learning;
- Actively engage and involve all pupils in high quality, challenging learning experiences
- Make learning interesting, fun and exciting;
- Use a variety of interactive teaching strategies to facilitate, scaffold and support learning;
- Differentiate teaching to meet the needs of pupils of all ability ranges, taking into account varying interests, experiences and achievement of boys and girls, and different social, religious, cultural and ethnic groups, to enable them to make good progress;
- Develop key skills as an integral part of all curriculum areas;
- Personalise learning, and cater for a wide range of learning styles, interests and abilities;
- Use ICT effectively in teaching and learning, and as an embedded part of the curriculum;
- Establish a purposeful learning environment, where diversity is valued and pupils feel safe, secure and confident;
- Organise and manage teaching and learning time effectively; • Build successful relationships centred on teaching and learning;
- Provide homework which consolidates and extends work carried out in the class and encourages independent learning;
- Recognise and respond effectively to equality issues as they arise in the classroom, and challenge stereotyped views, bullying and harassment in accordance with school policy and procedures;
- Evaluate their own teaching critically to improve effectiveness;
- Organise and manage Teaching Assistants and other helpers in the classroom to maximise the outcomes for pupils' learning.

PLANNING

When planning, a class teacher will be required to:

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum, incorporating the National Curriculum requirements in line with the curriculum policies of the school;
- Produce long, medium and short term planning in accordance with school policy and procedures, and within required deadlines;
- Identify clear, relevant, challenging teaching and learning objectives, and specify how they will be taught and assessed;
- Set tasks which engage, involve and challenge pupils, whilst ensuring a high level of interest and enjoyment;
- Set appropriate and high expectations;
- Set clear, aspirational targets, building on prior attainment;
- Identify SEN, underperforming, under attaining, able, gifted and talented pupils and plan appropriate interventions to accelerate progress;
- Provide clear structures for lessons in order to maintain pace, motivation and challenge;
- Make effective use of assessment to inform planning of teaching and learning, whilst ensuring coverage of identified programmes of study.

CLASS MANAGEMENT

All class teachers will be expected to:

- Establish a clear framework for classroom behaviour and conduct, in line with the school's policy, in order to anticipate and manage pupils' behaviour constructively, and promote self-control and independence;
- Set high expectations for pupils' behaviour, and maintain a good standard of discipline through well focused teaching, challenging learning, and fostering positive relationships;
- Use effective behaviour management strategies in order to establish and maintain an appropriate learning environment, pre-empt and address any potential behavioural issues, and monitor and intervene to ensure sound learning and discipline.

MONITORING, ASSESSMENT, RECORDING, REPORTING

As part of Monitoring, Assessment, Recording and Reporting all class teachers will be required to:

- Assess pupils' level of learning and understanding in relation to identified learning objectives, and use monitoring and assessment information to inform planning, teaching and learning;
- Use Assessment for Learning strategies to monitor and assess the effectiveness of learning activities, and provide immediate and constructive feedback to support pupils as they learn;
- Involve pupils in reflecting on, evaluating and improving their own performance and progress;
- Assess pupils' progress accurately against appropriate standards;
- Record and track pupils' progress and attainment systematically, in order to provide evidence of development, identify strengths and areas requiring improvement, and inform teaching and learning targets;
- Identify and support pupils with differing levels of ability, and those experiencing behavioural, emotional and social difficulties;
- Use assessment data to inform target setting;
- Report on pupils' attainment to parents, carers, other professionals and pupils as appropriate;
- Analyse assessment and tracking data, and identify strengths and areas or pupils requiring targeted improvement.

OTHER PROFESSIONAL REQUIREMENTS

In addition all class teachers will be expected 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 presentation, and personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Take on the responsibility for leading and managing one or more curriculum areas or aspects of the school's provision, as delegated;
- Contribute to the corporate life of the school through effective participation;
- Contribute to the delivery of extra-curricular provision;
- Liaise effectively with parents and governors;
- Take on any additional responsibilities which might from time to time be determined.
- Actively engage in Performance Management, training, continuous professional development and other learning activities as required;
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Work collaboratively with other professionals.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head Teacher.