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| *Four%20Swannes%20School%20LOGO%2002-07b&w* |  |

**FOUR SWANNES SCHOOL**

**CLASS TEACHER**

**JOB DESCRIPTION**

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| **ROLE** |

To carry out the main duties of a primary school teacher as set out in the current School Teachers’ Pay and Conditions of Service document.

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| **PURPOSE** |

To deliver high quality teaching and learning to pupils.

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| **TEACHING AND LEARNING** |

* To take responsibility for the education and welfare of a designated class of pupils in accordance with the requirements of the current School Teachers’ Pay and Conditions of Service document, having due regard to the requirements of the National Curriculum, the aims and policies of the school.
* To share in the joint responsibility for the well-being and good discipline of all pupils.
* To create a stimulating, well organised and attractive learning environment.
* To provide a learning environment that is line with school policies and is clean, tidy and safe at all times.
* To plan, prepare and deliver quality learning that is relevant to the age, ability and needs of all pupils in your charge.
* To use assessment (formative and summative) to inform planning and the journey the individual and the class need in order to achieve end of year/key stage targets.
* To understand the whole school focus of learning and the role as class teacher you have in achieving these.
* To monitor and assess children’s work and keep appropriate records, familiarising with new software to record assessments and analysing regularly.
* To provide feedback at the point of learning for all pupils.

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| **PROFESSIONAL DUTIES** |

* To attend staff meetings, consultation meetings and other meetings as appropriate
* Provide leadership across the school in a designated subject or curriculum area, this is to include:

1. monitoring quality and standards
2. contributing to school planning and self-evaluation
3. providing professional support to other teachers and support staff
4. advising the headteacher on appropriate resources and materials
5. leading appropriate professional development

* To participate fully in the school appraisal cycle by taking responsibility for understanding teacher standards and meeting deadlines for achieving targets.
* To undertake necessary training through the staff development programme.
* To adhere to all school policies and be familiar with their expectations.
* 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. To communicate effectively with this member of staff.
* To manage the appraisal of a member of the support staff as and when required.

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| **PROFESSIONAL CONDUCT** |

* To form and maintain positive relationships with pupils, staff, parents and the community.
* To work co-operatively as part of a staff team, initiating and developing ideas.
* Contribute to a working environment which supports equal opportunities and anti-discriminatory practice.
* To demonstrate a clear understanding of our Vision and Values and provide a role model to the children in promoting these.
* To co-operate and liaise with other professionals and colleagues from other agencies.
* To support and contribute to the school’s responsibility for safeguarding children.
* To adhere to school code of conduct and Home/School expectations.
* To contribute to whole school community events and support these as and when expected.

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| **JOB CONTEXT** |

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

All teachers are expected to make a valuable contribution to the school’s development and, therefore, to the significant 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.

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

In particular, teachers at UP3 will:

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

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