

## **JOB DESCRIPTION**

**NAME :**

**TITLE:** Teacher

**GRADE:**

**MAIN PURPOSE OF JOB:** In addition to the duties laid out in the School Teachers Pay and Conditions Document 2020/21

**RESPONSIBLE TO:** Headteacher

**LIAISON WITH:** Parents, governors, teaching colleagues, support staff and outside agencies

### **Class Teacher**

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

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

### **Areas of Responsibility and Key Tasks**

#### **a) Planning, Teaching and Class Management, To:**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils;
- provide clear structures for lessons maintaining pace, motivation and challenge;
- make effective use of assessment and ensure coverage of programmes of study;
- ensure effective teaching and best use of available time;
- monitor and intervene to ensure sound learning and discipline
- use a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;

- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluate their own teaching critically to improve effectiveness;

**b) Monitoring, Assessment, Recording, Reporting - To:**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- 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;
- prepare and present informative reports to parents.

**c) Other Professional Requirements - 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 their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.
- take on any additional responsibilities, which might from time to time be determined.

## **As Subject Co-ordinator**

**Areas of Responsibility and Key Tasks** In Addition to the Requirements of a Class Teacher

**NQT's will not be expected to coordinate a subject in their first year.**

There may be additional responsibilities depending on experience.

Signed .....

Signed.....(Mrs C Page – Headteacher)