



JOB DESCRIPTION FOR CLASS TEACHER

JOB PURPOSE

To take responsibility for one specified class within the Junior age range, in order to provide effective teaching and learning for pupils.

KEY ACCOUNTABILITIES AND TASKS

A STRATEGIC DIRECTION AND DEVELOPMENT

To contribute to the discussion of the school's aims and policies, and participate in the implementation of policies, plans, targets and practices.

KEY TASKS

- A1 To take responsibility for implementing school policies and practices
- A2 Plan and assess pupils' learning using knowledge of school policies, schemes of work and National Curriculum requirements for the relevant curriculum areas.

B TEACHING AND LEARNING

To secure and sustain effective teaching of the relevant subjects for individuals, groups and classes; develop the quality of teaching, assess the standards of pupils' achievements and set targets for improvement.

KEY TASKS

- B1 Use school policy and National Curriculum requirements to set clear targets for improvement of pupils' achievement, and monitor pupils' progress towards those targets.
- B2 Use appropriate teaching and learning strategies to communicate clear learning objectives and expectations including where appropriate in relation to: literacy, numeracy and other school targets.
- B3 Recognise the level that a pupil is achieving and make accurate assessments, independently, against attainment targets, where applicable, and performance levels associated with other tests or qualifications relevant to the subject(s) or phase(s) taught.
- B4 Plan effectively to ensure that pupils have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of pupils who are: underachieving, very able, not fluent in English; making use of relevant information and specialist help where available.
- B5 Plan effectively, where applicable, to meet the needs of pupils with Special Educational Needs and in collaboration with the SENCO, make an appropriate contribution to the preparation, implementation, monitoring and review of Individual Education Plans.
- B6 Take appropriate account of ethnic and cultural diversity to enrich the curriculum and raise achievement.

C MANAGING AND WORKING WITH PEOPLE

To lead, manage and work collaboratively with pupils and, as appropriate, with other adults and colleagues.

KEY TASKS

- C1 Secure a good standard of pupil behaviour in the classroom through establishing appropriate rules and high expectations of discipline which pupils respect, acting to pre-empt and deal with inappropriate behaviour in the context of the behaviour policy of the school.
- C2 Where applicable deploy other adults effectively in the classroom, involving them where appropriate, in the planning and managements of pupils' learning.
- C3 Work as a member of a team, planning co-operatively, sharing information, ideas and expertise.
- C4 Liaise effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievements, discussing appropriate targets and encouraging them to support their children's learning, behaviour and progress.
- C5 Take responsibility for own professional development, setting objectives for improvements, and take action to keep up-to-date with research and developments in pedagogy and in the subject(s) taught.

D USE OF STAFF AND RESOURCES

To develop, monitor and control resources within the teaching area.

KEY TASKS

- D1 Organise and maintain a stimulating working environment appropriate for a range of activities.
- D2 Teach pupils to take responsibility for resources and the environment.
- D3 Ensure that resources are organised and readily available to promote a purposeful environment for teaching and learning to take place.

E SUBJECT LEADERSHIP (NOT RELEVANT TO NQTs)

Secure and sustain effective teaching of the subject, evaluate the quality of teaching and standards of pupils' achievements and set targets for improvement.

KEY TASKS

- E1 Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the subject, which:
 - contribute to whole-school aims, policies and practices, including those in relation to behaviour, discipline, bullying and racial harassment;
 - are based on a range of comparative information and evidence, including in relation to the attainment of pupils;
 - identify realistic and challenging targets for improvement in the subject;
 - are understood by all those involved in putting the plans into practice;
 - are clear about action to be taken, timescales and criteria for success.

- E2 monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
- E3 Establish staff and resource needs for the subject and advise the Headteacher and senior managers of likely priorities for expenditure, and allocate available subject resources effectively;
- E4 Ensure that the Headteacher, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans;
- E5 Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school;
- E6 Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject;
- E7 Ensure that there is a safe working and learning environment in which risks are properly assessed;