


## Sebert Wood Primary School - Job Description

<b>Job Title</b>	<b>Class Teacher</b>	
<b>Pay Scale</b>	<b>Main Scale (+ Upper Pay Range where applicable)</b>	
<b>Responsible to</b>	<b>Senior Leadership Team</b>	

The teacher will be responsible for the following main tasks and duties in accordance with the most recent Teachers' Pay and Conditions document and Teachers' Standards (2012). Reference should also be made to the Staff Handbook for guidance on routines and procedures in school.

### Teaching

- Having regard to the curriculum for the school and with a view to promoting the development of the abilities and aptitudes of the pupils in any or group assigned to you.
- Teach within the framework of the school's policies and procedures with particular reference to the Teaching and Learning Policy.
- Plan and prepare short, medium and long term schemes of work and lessons working in collaboration with colleagues in the year group.
- Plan and resource classroom environment to stimulate learning for all the pupils within the class or group.
- Attend and contribute to year group planning meetings and staff meetings.
- Teach in accordance to the educational needs of the pupils assigned to you, including the setting and marking of work.
- To liaise effectively with parents and other staff (e.g. year group colleagues, TAs and leadership team) to enhance the wellbeing, attainment and achievement of pupils.
- Assess, record, monitor and report on the development, progress and attainment of pupils relating to school-based systems, the National Curriculum and key stage assessment requirements.
- Set and maintain pupil targets and attend pupil progress meetings.
- Maintain documentation relevant to the needs of the children in your class.

### Discipline, Health and Safety and Safeguarding

- Support the ethos, values, vision and aims of the school and adhere to the relevant school policies.
- Promoting the general progress and well-being of all pupils.
- Understand the importance of safeguarding children and be fully compliant with school policies and procedures.
- Providing guidance and advice to pupils on educational and social matters
- Manage pupil behaviour effectively and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Have regard for your own wellbeing and the care of colleagues and other adults involved with the school.
- To be fully aware of pupils in the class who are Pupil Premium, SEND, LAC or any other significant group, to meet their needs, supporting/challenging as required.

### Other Activities

- Making records of and reports on the personal and social needs of the pupils.
- Communicating and consulting with parents and participate in meetings where necessary.
- Contribute to own continuing professional development through attending school-based and external INSET/CPD and engaging effectively with the performance management/appraisal process.
- Communicating and co-operating with persons or agencies outside the school and participate in meetings arranged for any of the purposes described above.
- Attending assemblies and taking part in leading or contributing to assemblies.
- Establishing and maintaining good relationships with children, staff and parents in line with the principles of inclusion.
- Registering the attendance of pupils, booking meals to be taken and recording when money or correspondence is received from parents.
- Supervise pupils and carry out duties in accordance with published rotas, whether these duties are to be performed before, during or after school sessions.

- Undertake other duties and responsibilities that the Headteacher may request from time to time.

### **Management**

- Accept responsibility for the development of one or more curriculum areas and or areas of the school's pastoral work and contribute to school self-evaluation. Act as a subject leader within the school, accountable for progression, continuity and standards attained in the subject. Maintain a subject leader's action plan and records of attainment.
- To review and develop schemes of work for the subject to include guidance on recommended resource usage, development of skills and understanding, teaching strategies, classroom organisation etc.
- To monitor and evaluate termly planning throughout the school to ensure continuity and progression in the subject and to provide feedback to staff and Senior Leadership Team.
- To monitor and evaluate curriculum delivery to ensure continuity and progression, through classroom observations, book looks, planning and pupil conferencing and providing feedback to the Senior Leadership Team.
- To monitor and evaluate teacher assessment records, providing feedback to staff and the Senior Leadership Team as well as the results of any standardised testing.
- To meet with the Governor with specific responsibility for that aspect of the school's work or to meet with the Curriculum Committee when required to feedback on the subject area in relation to standards, monitoring and evaluation.
- To liaise with other schools to ensure consistency of content and delivery of the subject.
- Direct, supervise and contribute to the training of support staff and, where appropriate, other teachers.

### **Upper Pay Range**

Teachers who have gone through the threshold would be expected to meet the core and post-threshold standards and to broaden and deepen their professional attributes, knowledge, understanding and skills in that context. The standards include the following attributes:

- Contribute significantly to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have a well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach.
- Have a developed knowledge and understanding of their subjects/ curriculum areas and related pedagogy including how learning progresses within them.
- Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people.

*The duties and responsibilities of this post may be modified according to the changing demands of the school. This job description may be reviewed by the head teacher in consultation with the post holder.*

### **Working Time**

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out. In allocating time to these duties, the postholder must use directed time in accordance with Part XII of the School Teachers' Pay and Conditions Document and the LA's policies and the school's plans and use of time.

*All employees are required to carry out their duties and responsibilities in accordance with the School's Safeguarding/Child Protection Policy, Health and Safety Policy, Employee Code of Conduct and all other school and LA policies and legislation relevant to the job.*