

St James Church of England Primary School, Hanney

Job Description

Job Title: Class Teacher

Responsible to: The Headteacher

Job Purpose:

- Teach groups and classes of pupils, and ensure the planning, preparation, recording, assessment and reporting meet the variety of learning and social needs.
- Maintain the positive values and ethos of the school and its commitment to working effectively with parents, governors and support agencies, both inside and outside the classroom.

Responsible for co-ordinating:

Subject leader roles are allocated in line with professional strengths, experience and interest.

Duties:

The duties outlined in this job description reflect the Teachers' Standards document and are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Teaching:

- Planning and preparing topics/ activities and lessons to challenge and meet the needs of all the children in your class including the setting and marking of work to be done by the children carried outside school.
- Teaching, according to their educational needs, the children assigned to you whilst maintaining good control over the children and organising your classroom to provide children with a stimulating working environment.
- Assessing, recording and reporting on the development, progress and attainment of children in each case keeping in mind our school policies as well as the requirements of the National Curriculum.
- Managing and working alongside any other adults in the classroom.

Other Requirements:

- Promoting the general progress and well-being of individual children and of any class or group of children assigned to the teacher, ensuring all children are safe from harm.
- Providing guidance and advice to children and parents on educational and social matters.
- Communicating and co-operating with parents and children and outside agencies and other professionals.
- Participating in whole school meetings and other meetings for any of the purposes described above.
- Caretaking areas of the curriculum, monitoring their progress throughout the whole school and taking a lead when your subject area appears on the School Improvement Plan.

Assessments and Reports:

- Using continuous assessment to ensure work is well matched to children's learning needs, provides sufficient challenge so that all groups make sustained good progress.
- Providing or contributing to oral and written assessments, reports and references relating to individuals and groups of children.
- Setting challenging targets and recording assessments and levels of achievement, whilst tracking and reporting on individual children's progress throughout the year.

CPD and Appraisal:

- Participating in any school arrangements within the agreed framework for the appraisal of teacher performance and self-evaluation.
- Regularly review methods of own teaching, planning and assessing.
- Participating in INSET and in arrangements for further training and professional development.

Educational Methods:

- Co-operating with the Headteacher and other teachers in the preparation and development of courses of study, methods of teaching and assessment.
- Keeping up to date and adapting teaching to suit the needs of the children in your class, in line with agreed school policies and procedures.
- Networking with other teachers in the Academy Trust teaching children of a similar age/ leading similar subject areas.

Discipline, safeguarding and health and safety:

- Maintaining good order and discipline among children and safeguarding their health and well-being when they are authorised to be on the school premises and when they are engaged in activities elsewhere.
- Maintaining a safe environment within the classroom and in other areas of the school used by the children ensuring the safe storage of resources and their use.
- Following the policies of health and safety, safeguarding and behaviour produced by the school and promoting positive behaviour by setting a good example at all times.