

Ingrow, Long Lee and Glenaire Federation



Class Teacher

Salary Scale : MPS

Full Time Permanent

Location - Ingrow or Long Lee Primary

The details set out below describe the main duties of the post. However all members of the teaching staff are required to carry out the duties of a school teacher as set out in the current 'School Teachers Pay and Conditions' Document (2014)

Planning and Preparation

Work within the curriculum policies, including the National Curriculum and Foundation Curriculum, of the school, bearing in mind the cultural, religious and social background of the children.

Plan and prepare programmes of work to meet the learning needs of all pupils in accordance with the school's curriculum policy statement; to include advanced planning of work for classes; teaching agreed schemes of work for National Curriculum subjects, R.E. & P.S.E; and keeping up to date with professional developments especially in chosen subject(s).

To ensure the individual needs of the pupils are met through differentiated work, allowing for the highest standards to be achieved by all.

Teaching

Teach children within the primary age range, in the role of class teacher or support teacher. When teaching a class the teacher will be required to:

Teach the required knowledge, understanding and skills, and ensure the pupils acquire and consolidate them, are able to use and apply them across all curriculum areas, in a range of learning contexts.

Teach clearly structured lessons and sequences of work which interest and motivate the pupils, make learning objectives and outcomes clear, and promote active and independent learning that enables all pupils to think for themselves, and to plan and manage their own learning.

Actively engage and involve all pupils in high quality, challenging learning experiences.

Use a variety of interactive teaching strategies to facilitate, scaffold and support learning.

Differentiate teaching to meet the needs of pupils of all ability ranges, taking into account varying interests, experiences and achievement of boys and girls, and different social, religious, cultural and ethnic groups, to enable them to make good progress.

Develop key skills as an integral part of all curriculum areas.

Personalise learning, and cater for a wide range of learning styles, interests and abilities.

Use ICT effectively in teaching and learning, and as an embedded part of the curriculum.

Establish a purposeful learning environment, where diversity is valued and pupils feel safe, secure and confident.

Organise and manage teaching and learning time effectively.

Build successful relationships centered on teaching and learning.

Provide homework which consolidates and extends work carried out in the class and encourages independent learning.

Recognise and respond effectively to equality issues as they arise in the classroom, and challenge stereotyped views, bullying and harassment in accordance with school policy and procedures.

Evaluate your own teaching critically to improve effectiveness.

Organise and manage Teaching Assistants and other helpers in the classroom to maximise the outcomes for pupils' learning.

Assessment and Record Keeping

Monitor and record pupils' achievement to inform planning and ensure progress is being made.

Assess pupils through discussion, observation and marking of work and tests.

Record pupils' achievements and progress

Use these assessments to inform planning and set targets that promote continuity and progression.

Use assessments to inform ongoing formative records of achievement

To provide an annual report to parents on standards in all areas including behaviour and to set targets in core subjects

Provide a summative record upon transfer to another year group and school

To participate in meetings arranged to discuss pupil progress and achievement with parents/guardians and Senior leaders

Pastoral Care

Promote the general progress and welfare of pupils to ensure that their educational and social needs are being fully met.

Maintain class and school ethos and discipline among pupils.

To maintain good order and discipline within the class, in line with the school's behaviour policy.

To work in partnership with parents and other members of staff to promote the wellbeing and educational progress of each pupil.

To be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person;

Classroom Environment

Maintain a good educational ethos including the storage and use of teaching materials/resources/books relating to the class.

Maintain a well organised, stimulating and relevant classroom which promotes learning and adheres to school policy.

Plan displays for other areas of school wherever necessary.

Supervision

Supervise the work of support staff, students and volunteers as required.

Ensure support staff know what is expected of them in the classroom.

Deploy the skills and expertise of support staff appropriately to meet the needs of the children.

Ensure support staff work within the policies and expectations of the school.

Curriculum development

Be involved in the ongoing development of the school's curriculum.

Participate in curriculum and staff meetings to make an effective contribution to school policies.

Cooperate with colleagues in the preparation and development of programmes of work and materials to promote continuity and progression through a relevant curriculum.

To actively take part in professional development, sharing expertise and experiences as required.

To actively extend own professional learning via collaborative study, attendance at INSET and reading to keep abreast of new developments.

Contribute to the delivery of extra-curricular provision.

Curriculum leadership

Take on the responsibility for leading and managing one or more curriculum areas or aspects of the school's provision, as delegated. (not NQT)

Maintain an up to date knowledge of the curriculum, resources and development.

Set a high standard in own class which can be used as a guide to expectation and a model of good practice.

Develop and implement an action plan for designated curriculum area/s.

Provide support and guidance for colleagues as required.

Monitor and manage resources in respect of the agreed curriculum area/s and identify resource needs.

Monitor pupils' progress and achievement through pupils' work and planning.

Work alongside other members of staff to review and innovate the curriculum.

Follow guidance and support from members of the leadership team in relation to utilising opportunities for further career development.

Report to the Strategic Leader, Heads of School and governors as required to keep them fully informed of all activities and achievement related to the curriculum areas of the team.

Participate in performance review arrangements in accordance with school policy.

School improvement

Take an appropriate share of responsibility for the school's development.

To follow school policies under the direction of the Strategic Leader and leadership team.

Co-operate with colleagues in establishing and maintaining an organised, attractive and stimulating learning environment.

To perform in accordance with any direction that may reasonably be given by the Strategic Leader

Contribute to the corporate life of the school through effective participation.

Safeguarding and Promoting the Welfare of Children

- Maintain substantial knowledge and effective experiences of safeguarding issues.
- Contribute towards ensuring a safe and supportive school culture.
- With the Heads of School ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.
- Follow federation policies and practices that minimise opportunities for abuse and ensure its prompt reporting.

Working time A teacher employed full time must be available for work 195 days in any school year, of which: 190 days must be days on which s/he may be required to teach pupils and perform other duties; and 5 days must be days on which s/he may only be required to perform other duties. Those 195 days will be specified by the employer, or if the employer so directs, the Head Teacher. A teacher employed full time must be available to perform such duties at such times and such places as may be specified by the Head Teacher for 1,265 hours in any school year. The 1,265 hours will be allocated reasonably throughout those days in the school year on which s/he is required to be available to work.

Time spent travelling to or from the place of work shall not count against the 1,265 hours.

In addition to the hours a teacher is required to be available for work, s/he must work such reasonable additional hours as may be necessary to enable him/her to discharge effectively his/her professional duties as outlined in the current School Teachers' Pay and Conditions Document. The amount of time required for this purpose between the 1265 hours and the times outside the 1265 specified hours, will not be defined by the employer but shall depend upon the work needed to discharge effectively the teacher's duties.

This job description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.

Review Date:..... Headteacher:.....

Member of staff:.....