

# Job Description for Class Teacher

## Core Purpose

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To ensure high quality education for all pupils in a designated class and improve the quality of learning and standards of achievement. To carry out the professional duties of a teacher as set out in the current edition of the School Teacher's Pay and Conditions Document.

The following details are a summary of the major tasks expected of the class teacher as set out in the School Teacher's Pay and Conditions Document.

## Key Tasks

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### Knowledge and Understanding

1. Understand the structure and balance of the National Curriculum, RE and other associated areas such as National Literacy and Numeracy Strategies, PSHE and Citizenship.
2. Have detailed knowledge and understanding of the programmes of study and level descriptors with particular emphasis on the core subjects.
3. Are familiar with the Code of Practice on the identification and assessment of special educational needs and implement and keep records on individual education plans for pupils at stage 2 of the code and above.
4. Broadly understand the requirements and progression for children through the primary phase including Key Stages other than where you are teaching; from Foundation Stage to KS1 to KS2 with links to KS3.
5. Use recent monitoring and inspection evidence as well as personal reflection/training to develop good quality teaching.
6. Be familiar with health and safety issues, including subject specific, child protection procedures and positive behaviour management plans.

### Planning, Teaching and Class Management

1. Plan teaching to achieve progression in pupils' learning through:
  - I. Identifying clear learning objectives specifying how they will be taught and assessed and ensuring the best use of teaching time.
  - II. Setting tasks for the whole class, groups and individuals which challenge pupils.
  - III. Using a variety of teaching strategies and ensure high levels of pupil interest.
  - IV. Setting appropriate and demanding expectations.
  - V. Identifying pupils who:
    - have special educational needs
    - are very able
    - are not yet fluent in English

2. Provide clear structure for lessons, maintaining pace and challenge.
3. Make effective use of assessment information.
4. Plan opportunities to contribute to pupils' personal spiritual, moral, social and cultural development.
5. Set high expectations for pupils behaviour.
6. Establish a safe, supportive and stimulating learning environment.
7. Use a range of teaching methods to sustain the momentum of pupils' work and engage all pupils.

### **Monitoring, Assessment, Recording, Reporting and Accountability**

1. Assess how well learning objectives have been met and use this assessment to improve specific aspects of teaching.
2. Mark and monitor work providing constructive feedback and set targets for pupils' progress.
3. Assess and record each pupil's progress systematically and use records to ensure that pupils make demonstrable progress.
  - I. Check that pupils have understood and completed work set.
  - II. Monitor strengths and weaknesses.
  - III. Inform planning.
  - IV. Ensure that children continue to make demonstrable progress.
4. Write reports as required by statutory requirements.

### **Other Professional Requirements**

1. Establish effective working relationships with professional colleagues.
2. Set a good example to the pupils through your presentation, personal and professional conduct.
3. Take responsibility for your own professional development, including knowledge of school policies and procedures.
4. Liaise effectively with parents and carers and other agencies.
5. Are aware of the role and purpose of the school governing body.

To undertake other duties as the Headteacher may reasonably direct.