

Great Tew Primary School

Job Description for a Class Teacher

POSTHOLDER:

POST:

GRADE:

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head teacher; and the Head teacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Have knowledge and understanding of:

- Have a detailed knowledge of the relevant aspects of the pupils' National Curriculum and other statutory requirements.
- Have a secure knowledge and understanding of your specialist subject(s) for primary equating to A level, including the subject knowledge specified in the relevant ITT National Curricula.
- Understand progression in your specialist subject(s), including before your specialist age range.
- Cope securely with subject-related questions which pupils raise and know about pupils' common misconceptions and mistakes in your specialist subject(s).

Planning and setting expectations:

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.
- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on individual Pupil Profiles.

Teaching and managing pupil learning:

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

Assessment and evaluation:

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.

Pupil Achievement:

- Secure progress towards pupil targets.

Relations with parents and wider community:

- Know how to prepare and present informative reports to parents.
- Recognise that learning takes place outside the school context and provide opportunities to develop pupils' understanding by relating their learning to real examples.
- Understand the need to liaise with agencies responsible for pupils' welfare if necessary.

Managing own performance and development:

- Understand the need to take responsibility for your own professional development and to keep up to date with research and developments in teaching and learning and in the subjects you teach.
- Understand your professional responsibilities in relation to school policies and practices.
- Set a good example to the pupils you teach in your presentation and your personal conduct.
- Evaluate your own teaching critically and use this to improve your effectiveness.

Leading and Managing other subject area:

- Provide professional leadership and management for a subject to secure high quality teaching, effective use of resources and improve standards of learning and achievement for all pupils.
- Have regard to the attached list of responsibilities required of a subject co-ordinator.

Managing and developing staff and other adults:

- Establish effective working relationships with professional colleagues including, where applicable, associate staff.

Managing resources:

- Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.

All Employees:

- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Head of Establishment of any "Near-Misses".
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health, and safety and environmental issues with pupils.

Signed:

Date: