

Houghton Conquest Primary School

Post: Class Teacher

Salary Scale: MPS/UPS

Responsible to: The Headteacher

Purpose of the Role: To deliver high quality teaching and learning to pupils who are assigned to the post holder. To prepare and develop units of work, to determine teaching materials, methods of teaching and assessment and pastoral arrangements. To carry out the professional duties of a school teacher as outlined in the School Teachers' Pay and Conditions Document (STPCD) and meet the Teachers' Standards. To educate and ensure the welfare of a designated class of pupils in accordance with the Conditions of Employment of School teachers, having due regard to the requirements of the National Curriculum, the school's aims, each pupil's right of access to an inclusive curriculum, objectives and policy statements of the Governing Body. Teachers share the corporate responsibilities of the well-being and discipline of all pupils.

Context: The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise. All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils.

All teachers, except those who are ECT's, may have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

Key Responsibilities

General Duties

- Undertaking duties as required in the 'Teachers' Standards'.
- Displaying commitment to the ethos and success of the school.
- Contributing to the school's process of self-evaluation and development.
- Being familiar with the school's systems, structures, policies and procedures.
- Actively supporting school activities where required, including attending educational trips, extra-curricular activities and parents' evenings, which may require some out-of-hours availability.

Teaching and Learning

- To meet the Teacher Standards as set out in 'Teachers' Standards in England' September 2012
- Delivering learning in accordance with the curriculum, national guidelines and the school's strategy.
- Plan, prepare and deliver high-quality lessons that meet the needs of all pupils.
- Promote good progress and outcomes by pupils through effective teaching strategies.
- Set high expectations which inspire, motivate and challenge pupils.

- Use a range of assessment strategies to monitor progress and inform future planning.
- Provide regular, constructive feedback to pupils in line with school assessment policies.
- Establish a safe and stimulating learning environment, where pupils feel confident and safe.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships, in accordance with the school's behaviour policy.
- Set a good example to pupils, demonstrating the positive attitudes, behaviours and values which are expected of pupils.
- Self-evaluating their teaching to improve effectiveness.
- Contribute to curriculum development and subjects as required.
- Deliver the curriculum as agreed by the school and subject leaders.

Pupil Support

- Carrying out other duties that support pupils' learning while operating in accordance with the school's policies and procedures.
- Working as part of a team to evaluate and develop pupils' learning needs.
- Enforcing the school's Behaviour Policy through effective classroom management.
- Encouraging pupils to develop and use their creativity and initiative, gain increased independence, and undertake new responsibilities.
- Being familiar with the 'Special educational needs and disability code of practice: 0 to 25 years', and supporting pupils with SEND appropriately.
- Understanding the school's safeguarding procedures and actively promoting pupils' wellbeing and safety.

Behaviour and Safeguarding

- Establish a safe, inclusive and well-managed learning environment.
- Uphold the school's behaviour policy consistently and effectively.
- Promote pupils' wellbeing, positive behaviour and social development.
- Act in accordance with safeguarding policies and procedures, reporting concerns appropriately.

Monitoring and Reporting

- Being committed to the school's target setting and monitoring systems for pupil progress.
- Systematically assessing and recording pupils' academic progress and other areas of their progress, and using the results to inform lesson planning decisions.
- Monitoring pupils' classwork and homework, providing feedback and setting informed targets.
- Delivering relevant national assessments in line with the relevant frameworks.
- Reporting on individual pupils' progress to the headteacher and parents, as required.

Relationships with Parents and Wider Community

- Prepare and present informative oral and written 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 and work-related examples.

- Understand the need to liaise with appropriate staff and external agencies responsible for pupils' welfare, as required.
- Engage in a positive working relationship with professional colleagues and support staff, external advisers and specialist support staff, external agencies, suppliers and contractors.

Professional Responsibilities

- Participate in staff meetings, training sessions and professional development activities.
- Engage in performance management and appraisal processes as detailed in the pay policy.
- Reflect on teaching practice and actively seek opportunities for professional development.
- Establish effective working relationships with professional colleagues including the school's support staff.
- Set a good example to the pupils in your presentation and personal conduct.

Health and Safety

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the head or line manager.

Name:

Signed:

Date: