



# Holmer Green First School and Pre-School

## Job Description – Class Teacher

**Grade:** Main/Upper Scale + fringe allowance

**Responsible to:** Headteacher

### **Duties**

To be responsible for the day-to-day work and management of a class and the safety and welfare of the pupils, during on site and off site activities.

To promote the aims and objectives of the school, maintaining and upholding the school's vision, values and ethos.

### **Teachers' Standards**

Set out below are the Teachers' Standards. All teachers are expected to meet these standards, regardless of their career stage. The standards define the minimum level of practice expected.

#### **Part One: Teaching**

##### **1. Set high expectations which inspire, motivate and challenge pupils**

- establish a safe and stimulating environment for pupils, rooted in mutual respect.
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

##### **2. Promote good progress and outcomes by pupils**

- be accountable for pupils' attainment, progress and outcomes.
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these.
- guide pupils to reflect on the progress they have made and their emerging needs.
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching.
- encourage pupils to take a responsible and conscientious attitude to their own work and study.

##### **3. Demonstrate good subject and curriculum knowledge**

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings.
- demonstrate a critical understanding of the developments in the subject and curriculum areas, and promote the value of scholarship.
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.
- demonstrate a clear understanding of systematic synthetic phonics.
- demonstrate a clear understanding of appropriate teaching strategies.

#### **4. Plan and teach well-structured lessons**

- impart knowledge and develop understanding through effective use of lesson time.
- promote a love of learning and children's intellectual curiosity.
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired.
- reflect systematically on the effectiveness of lessons and approaches to teaching.
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

#### **5. Adapt teaching to respond to the strengths and needs of all pupils**

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these.
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development.
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

#### **6. Make accurate and productive use of assessment**

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- make use of formative and summative assessment to secure pupils' progress.
- use relevant data to monitor progress, set targets, and plan subsequent lessons.
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

#### **7. Manage behaviour effectively to ensure a good and safe learning environment**

- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

#### **8. Fulfil wider professional responsibilities**

- make a positive contribution to the wider life and ethos of the school.
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- deploy support staff effectively.
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- communicate effectively with parents with regard to pupils' achievements and well-being.
- Attend at least one of The Friends of Holmer Green First School and Pre-School annual events, such as the Summer Fayre and the Christmas Fayre.

## ***Part Two - Personal and professional conduct***

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
  - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
  - showing tolerance of and respect for the rights of others.
  - not undermining fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
  - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Carry out any other reasonable duties as required by the Headteacher.

### **Upper Pay Scale**

The Upper Pay Range is not an incremental scale and there is no automatic right to move on to it. In order for a Main Pay Scale teacher to make an application for an Upper Pay Scale position within the school, they must be highly competent in all of the above standards. The teacher's achievements and contributions to the school must be substantial and sustained.

There are two full time Upper Pay Scale positions (or equivalent) at Holmer Green First School and Pre-School.

In addition to the Teachers' Standards, an Upper Pay Scale teacher must consistently meet the following accountabilities in order to demonstrate that they are highly competent.

### **Upper Pay Scale Accountabilities**

- All teaching to be consistently at least good, 30% to be outstanding.
- Almost all (97% +) pupils make at least expected progress.
- A small minority (20%+) make accelerated progress.
- Demonstrate and model outstanding practice to colleagues.
- Provide coaching and mentoring to other teachers, giving them advice and demonstrating effective teaching in order to help them meet the relevant teaching standards and develop their own teaching practice.
- Lead English, Maths, Science or Inclusion effectively across the whole school.
- Make a distinctive contribution to the raising of pupil standards across the school in their subject.

- Deliver or arrange at least one teacher CPD session a year.
- Lead whole school initiatives linked to the School Development Plan.
- Attend at least one full Governing Body meeting a year to share the impact of their work.
- Carry out performance management for other staff members.

**In addition to the above, teachers at the maximum of Upper Pay Range (UPS3) must consistently demonstrate the following:**

- All teaching to be at least good, 35%+ to be outstanding.
- All pupils make at least expected progress.
- A small minority (35%+) make accelerated progress.
- Play an essential role in the life of the school.
- Be a role model for exceptional teaching and learning.
- Contribute effectively to the wider work of the team.
- Uphold the school's vision, values and ethos at all times.
- Be an advocate for the school, both within the school and in the community.
- Be innovative in their practice, carrying out research to further improve teaching and learning across the school and in their area of responsibility.

**Health and Safety**

All staff employed at the establishment have responsibility to:

1. Take reasonable care for the health and safety of themselves and others when undertaking their work.
2. Checking classrooms/ equipment/work areas are safe.
3. Ensuring safe working procedures are followed implementing the requirements of risk assessments.
4. Co-operating with the Local Authority, school governors and the Headteacher on all matters relating to health and safety by complying with the health and safety policy.
5. Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare.
6. Reporting immediately to their Headteacher/Line Manager any serious or immediate danger and any shortcomings in the arrangements for health and safety.
7. Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.
8. Participating in health and safety inspections and the health and safety committee where appropriate.

The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.

Headteacher:	Employee:
Date:	Date: