

## Class Teacher

### **PURPOSE:**

To carry out the professional duties of a teacher as described in the school's Teacher's Pay and Conditions document, including those duties particularly assigned to them by the Headteacher.

Including:

### *Planning and Assessment:*

1. To plan an exciting and varied curriculum and ensure all pupils including those with identified needs are planned for to make maximum progress
2. To ensure differentiation for pupils in all areas and that there are equal opportunities and access for all pupils to a broad and balanced curriculum using the school's curriculum plans.
3. To set, write and share IEP targets for those children who require them at least termly
4. To ensure planning is shared with SLT / other teachers / support staff as appropriate, to ensure continuity takes place for pupils in the class and across the appropriate year group and key stage
5. To implement the school's agreed assessment procedures. To utilise Arbor to record and monitor individual pupil's progress. Write reports and meet with parents termly

### *Classroom management:*

1. To plan and organise a stimulating and productive environment where all pupils can access resources and materials appropriately, where children develop their core skills, school values and school ethos
2. To maintain positive behaviour patterns based on praise; reward good behaviour and manage poor behaviour in accordance with the school's behaviour policy
3. To deliver varied learning activities including enrichment and extension tasks to maintain the pace of and engagement in learning
4. To provide equality of opportunity for all learners

### *Learning & Teaching:*

1. To provide Quality First Teaching (QFT) and learning experiences for all pupils, ensuring that the quality of education provided is at least 'good' over time
2. To follow the school's approach to the curriculum
3. To ensure that learning is promoted positively and consistently

### *Curriculum Knowledge:*

1. To support colleagues where possible in areas of relevant expertise through degree knowledge and further training
2. To keep up to date with subject knowledge, and share knowledge and expertise with colleagues as appropriate
3. To lead a curriculum subject/s as dictated by experience

#### *Pastoral Care:*

1. To provide emotional and pastoral support for all children in the class and be aware of health & safety in the classroom and school
2. To be familiar with all necessary risk assessments as appropriate and be particularly aware of H&S implications in areas such as PE, Science and DT

#### *Professional Duties:*

1. To support school initiatives as identified in the School Development Plan, in particular to raise standards and maximise all children's progress and attainment
2. To set and agree targets based on prior attainment, for pupils learning
3. To be accountable to the SLT for progress against agreed targets
4. Keep appropriate and efficient records, integrating formative and summative assessments into termly and weekly planning
5. Report to parents on the development, progress and attainment of pupils as requested by the SLT
6. Participate in meetings and CPD that relate to the school's management, development, curriculum, administration or organisation
7. To support other subject leads within the school in order to meet school development priorities
8. Communicate and co-operate with colleagues in school, Trust and specialists from external agencies
9. Lead, organise, communicate and direct learning support staff within the classroom to impact upon pupil provision and outcomes
10. Participate in the appraisal system for the appraisal of their performance or that of other teachers / support staff
11. To actively model the ethos, aims and values of the school

#### *Additional:*

1. To support extra-curricular school activities as appropriate such as school's visits, after-school clubs and PTA events
2. To provide enrichment activities as appropriate, including the production and dissemination of risk assessments for planned activities
3. To liaise with the school admin staff with regards to all curriculum events / trips / courses, ensuring effective communication about activities being organised by the member of staff
4. To be responsible for a class /year group budget which improve provision and learning outcomes for children

#### *Safeguarding:*

1. To have due regard for safeguarding and promoting the welfare of children at all times
2. Follow all associated child protection, safeguarding and safer recruitment policies, as produced by the Trust

#### *General Data Protection Requirements:*

1. Implement the Trust's policies and procedures, to be fully compliant with the requirements of GDPR
2. Under direction, liaise with the Trust DPO to implement GDPR processes and relevant paperwork, immediately reporting any potential or actual data breaches

The job description will be reviewed regularly to reflect or anticipate changes to the role, commensurate with the salary and areas of responsibility.

The Good Shepherd Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.