



## PUTTENHAM CHURCH OF ENGLAND INFANT SCHOOL

### JOB DESCRIPTION

**Position:** Class Teacher – full time

**Responsible to:** Headteacher

**Job purpose:** To carry out and comply with the teaching standards. To provide a high quality teaching, effective assessment and creative planning to ensure that children are able to achieve to a high standard and 'be the very best they can be'. To be a subject leader and seek opportunities to enhance and improve the provision for all.

The following description of the key tasks of a Class Teacher should be read in conjunction with the current School Teachers' Pay and Conditions [document](#).

<b>Safeguarding and Equal opportunities</b>	To be fully committed to safeguarding and promoting the welfare of the children at Puttenham CofE Infant School. To work within the school's child protection and safeguarding policies.  To be fully committed to our equal opportunities statement and policy.
<b>Key duties and accountabilities</b>	<ul style="list-style-type: none"><li>• To maintain consistently high standards in relation to all aspects of the teaching standards;</li><li>• Have high expectations of all pupils that inspire, motivate and challenge;</li><li>• To be a role model for children and staff;</li><li>• To demonstrate good subject and curriculum knowledge;</li><li>• To be aware of the children's learning and prior knowledge;</li><li>• To meet the needs of individuals and groups to promote progression by building on prior learning;</li><li>• Use relevant classroom management strategies to ensure a purposeful environment for teaching and learning to take place;</li><li>• To be accountable for pupils' attainment and progress by making accurate and productive use of both summative and formative assessments;</li><li>• Effectively lead a curriculum subject (if appropriate to career level);</li><li>• Write Individual support plans in consultation with the SENco;</li><li>• Attend and lead collective worship.</li></ul>

<b>Leading and Managing</b>	<ul style="list-style-type: none"> <li>• Effectively manage pupil behaviour, taking account of the personal, social and emotional needs of pupils;</li> <li>• Work as a member of a team, planning co-operatively, sharing information, ideas and expertise;</li> <li>• Communicate effectively with support staff and deploy other adults in the classroom appropriately;</li> <li>• Establish good relationships with parents to promote pupils' learning and development;</li> <li>• Establish and maintain a positive regard towards pupils;</li> <li>• Consult, plan and work with other colleagues, governors and outside agencies, as appropriate.</li> </ul>
<b>Management of Financial and Physical Resources</b>	<ul style="list-style-type: none"> <li>• Organise and maintain a stimulating, informative working environment both inside and outside the classroom;</li> <li>• Display work reflecting activities within the classroom and other activities that support and promote learning;</li> <li>• Teach pupils to take responsibility for resources and the environment;</li> <li>• Ensure that resources are organised and readily available to promote and support independence in learning.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Take responsibility for own professional development, setting actions and objectives for development;</li> <li>• Keep up to date with research and developments in pedagogy and curriculum areas;</li> <li>• Make use of expertise available inside the school, within the wider confederation, the diocese and the local authority.</li> </ul>