



EMBARC
FEDERATION

Chaucer Infant and Nursery School

Job Description: Class Teacher

Purpose of role: The post is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's article of government.

Areas of Responsibility and Key Tasks

To contribute proactively towards the safeguarding of all pupils by remaining curious and vigilant at all times and reporting any concerns in line with the school's safeguarding policy.

Planning, Teaching and Class Management

- Provide a happy, engaging and safe environment for all children.
- Establish positive and effective behaviour management systems, in line with school policies, to achieve a good learning environment within lessons.
- Plan and teach well-structured lessons to achieve progression of learning, maintaining pace, motivation and challenge.
- Set tasks that challenge pupils, ensure high levels of interest and communicate high expectations.
- Set clear targets for all pupils, building on prior attainment.
- Adapt teaching to respond to the strengths and needs of children.
- Work with the SENDCo for the identification, reporting and provision for children with SEND.
- Demonstrate good subject and curriculum knowledge.
- Take responsibility for the organisation, planning and efficient use of the teaching spaces and resources within it.

Monitoring, assessment, recording and reporting

- Mark and monitor pupils' work and set targets for progress.
- Assessing and recording pupils' progress systematically and keep appropriate records in line with agreed school procedures to monitor pupils progress and inform provision.
- Working effectively with others, such as teaching assistants and other adults including colleagues within school and from external agencies to ensure that pupils make the best possible progress.
- Utilise a range of formative assessment techniques to ensure learning understood, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare for and undertake any statutory assessments as required.
- Working closely with other teachers to ensure assessments are moderated and agreed.

- Prepare and present informative reports to parents, SLT and outside agencies as required.
- Measure the impact of intervention strategies on individual children's progress.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's core values and vision.
- Support and implement the school's agreed policies and practices.
- Support the achievement of high standards of behaviour and conduct for all pupils through active implementation of the school's policies and systems for promoting good behaviour for all pupils, not just the teacher's allocated class.
- Establish effective working relationships and set a good example through their presentation and professional conduct within school.
- Make a positive contribution to the wider life and ethos of the school.

Management Responsibilities

- To manage the work of teaching assistants, volunteers and other adults in the classroom to enhance learning opportunities for children.
- To lead and coordinate one or more subjects throughout the school, working with colleagues to achieve high standards of attainment, continuity and progression through the school in relation to the subject.
- To liaise with parents about the welfare and development of their children.
- To build positive relationships between home and school.
- To liaise with other agencies involved with individual children including children with SEND.
- To liaise with other teaching staff to ensure progression and continuity across the curriculum.
- To share the responsibility of ensuring the smooth transition of children to their next class or setting at the end of the year.

Other professional requirements

- To have a working knowledge of teachers' professional duties and legal responsibilities.
- To establish effective working relationships and set a good example through their personal and professional conduct.
- To foster close relationships between the school and the local community.
- Attend assemblies, staff meetings, training, parents' meetings, carry out playground duties and other duties as directed by the Headteacher.
- To continue to contribute to the development of the school curriculum and teaching methods.
- To contribute to the improvement of teaching and learning and the school's curriculum.
- To take responsibility for their own professional development, taking advantage of available development opportunities and evaluating their own teaching critically to improve effectiveness.

- To take advantage of best practice information and seek to continually improve the effectiveness of their professional performance.
- To take on any additional responsibilities which might from time to time be determined by mutual agreement with the Headteacher.