



**JOB TITLE:** CLASSROOM TEACHER  
**REPORTS TO:** HEADTEACHER  
**SALARY RANGE:** TEACHERS' PAY SCALE - Main Pay Scale

## 1. Purpose of the job

To deliver high quality teaching and learning to pupils who are assigned to the postholder.

## 2. Main duties

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. The duties listed below are not, therefore, an exhaustive list of what is required.

- Be responsible for the quality of teaching and learning of all pupils who are assigned to the postholder.
- Supervise the work of any support staff, including higher level teaching assistants and support teachers, who are assigned to work with the postholder's pupils. To communicate effectively with these staff.
- Participate fully in the school appraisal cycle by taking responsibility for understanding teacher standards and meeting deadlines for achieving targets.
- Undertake necessary training through the staff development programme.
- Adhere to all school policies and be familiar with their expectations.
- Provide leadership across the school in a designated subject or curriculum area, this to include:
  - i) monitoring quality and standards
  - ii) contributing to school planning and self-evaluation
  - iii) providing professional support to other teachers and support staff
  - iv) advising the headteacher on appropriate resources and materials
  - v) leading appropriate professional development.

## 3. Professional Conduct

- To form and maintain positive relationships with pupils, staff, parents and the community.
- To work cooperatively as part of a staff team, initiating and developing ideas.
- Contribute to a working environment which supports equal opportunities and anti-discriminatory practice.
- To demonstrate a clear understanding of our Vision and Values and provide a role model to the children in promoting these.
- To co-operate and liaise with other professionals and colleagues from other agencies.
- To support and contribute to the school's responsibility for safeguarding children.
- To adhere to the school code of conduct and Home/School expectations.
- To contribute to whole school community events and support these as and when expected.

#### 4. Job 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 newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

For newly qualified teachers, subject leadership will be taken by his/her line manager during the first year of employment at the school.

Responsibilities	Key Tasks MPS 1-6	Task Evidence
Teaching Responsibility	<ul style="list-style-type: none"> <li>• Plan and prepare lessons to meet the needs of all pupils.</li> <li>• Use teaching time and resources effectively to promote learning objectives.</li> <li>• Set/mark appropriate, adapted, differentiated/challenging work</li> <li>• Record and report on the progress and attainment of pupils.</li> <li>• Provide appropriate homework</li> <li>• Maintain working walls within the classroom</li> </ul>	Planning file Lesson observations  Work sampling  Tracking data & pupil reports
Pastoral Care and Supervision	<ul style="list-style-type: none"> <li>• Maintain a positive and supportive working atmosphere in class</li> <li>• Provide guidance and support to pupils on social and behavioural issues</li> <li>• Supervise pupils in lessons, breaks, moving around the school, and off site</li> <li>• Record concerns on CPOMS</li> </ul>	Lesson observations  Planning file & behaviour log
Communication and Liaison	<ul style="list-style-type: none"> <li>• Inform parents of half-termly curriculum plans</li> <li>• Attend parent evenings to discuss pupils' progress</li> <li>• Liaise with parents and outside agencies to support pupils</li> <li>• Provide relevant information to other schools</li> <li>• Provide information for Governors &amp; educational agencies</li> <li>• Attend staff meetings and work collaboratively with colleagues</li> <li>• Work in partnership with support staff and provide clear guidance for class helpers which promotes learning objectives</li> </ul>	Parent meetings Communication to parents  Committee/staff meeting minutes
Performance Management & Training	<ul style="list-style-type: none"> <li>• Attend agreed professional development courses</li> <li>• Attend school INSET</li> <li>• Participate in school performance management.</li> <li>• Proactive role in keeping PM file containing suitable evidence for teaching standards.</li> </ul>	INSET/Training record.
Curriculum & Management Duties	<ul style="list-style-type: none"> <li>• Draw up and review, as necessary curriculum maps, schemes of work and policies.</li> <li>• Oversee and manage curriculum resource areas</li> <li>• Monitor planning and teaching for the provision of SEN, G&amp;T, and EAL.</li> <li>• Monitoring quality and standards.</li> <li>• Contributing to school planning and self-evaluation.</li> <li>• Providing professional support to other teachers and support staff.</li> <li>• Lead appropriate professional development sessions.</li> </ul>	Policy, scheme of work.  Subject leader file

## **UPS 1 and 2**

Teachers in the upper pay scale are expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards. Teachers are expected to contribute significantly to implementing work based policies and practice.

- Teachers are expected to deliver consistently good and outstanding teaching.
- Teachers are expected to ensure that all pupils achieve in line with school expectations, with many exceeding them.
- Teachers are expected to play a proactive role in leading the professional development of key stage colleagues

## **UP3 will:**

- provide a role model for professional practice in the school
- make a distinctive contribution compared with other teachers to the raising of pupil standards
- contribute effectively to the wider team
- take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

## **5. Review of duties**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.