

## Job Description: Class Teacher EYFS/KS1

### Details of Post

- Job Title: Class Teacher
- School: St John the Baptist CE Primary School and Nursery
- Reporting to: Head of School
- Post Number:
- Salary scale: MPS

This job description sets out the duties and responsibilities of the role of Class Teacher.

It should be read in conjunction with the Training and Development Agency for Schools' (TDA) Professional Standards for Teachers and is aligned to the current School Teachers' Pay and Conditions Document (STPCD).

The person specification sets out the qualifications, skills and attributes required to be demonstrated by applicants. An applicant's ability to meet the Essential and/or Desirable criteria of the person specification should be clearly referenced, giving appropriate supporting evidence and/or examples, in the school's application form.

All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check and offers of employment will be subject to receipt of the relevant pre-employment checks.

These include the statutory requirements set out in Keeping Children Safe in Education (KCSiE).

*\*\*\* The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. \*\*\**

### Outline Job Purpose

- To carry out the duties of a class teacher in accordance with the TDA Teachers Standards and the School Teacher's Pay and Conditions Document, and other relevant statutory requirements and provisions.
- To provide an outstanding model of classroom practice and ensure continuous improvement in teaching and learning.
- To promote the effective education of all pupils and have responsibility for an assigned class.
- To be responsible for the day-to-day health, safety and welfare of all pupils, both on school site and during off-site activities
- To work within the framework of national legislation, school and Trust policies, procedures and guidelines.
- To demonstrate high standards of personal integrity, confidentiality, discretion and professionalism

### Principal Duties and Responsibilities

The main statutory teaching duties are outlined in the following:

- School Teachers' Pay and Conditions Document (STPCD)
- TDA Teachers Standards (TS)
- Keeping Children Safe in Education (KCSiE)
- Early years foundation stage (EYFS) statutory framework

## **Teaching and Learning**

- Promote and safeguard the health, safety and well-being of all pupils across the school.
- Plan, develop and deliver high quality lessons that cater for the needs of the whole ability range within the class, with professional regard to the context of the school plans, national curriculum and schemes of work.
- Ensure the classroom environment is engaging and inspiring with a focus on working walls and celebration of children's work.
- Establish a safe and stimulating working environment for pupils, rooted in mutual respect.
- Take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.
- Maintain good order and discipline among pupils through managing classes effectively, using approaches which are appropriate to pupils' needs.
- Have high expectations of behaviour and establish a framework for discipline with a range of strategies using praise, sanction and reward fairly and consistently.
- Direct and supervise support staff assigned to them and where appropriate, other teachers.
- Have a clear understanding of the needs of all pupils including those with special educational needs (EHCPs), those of high ability, those with English as an additional language, those with disabilities, and be able to use and evaluate distinct teaching approaches to engage and support them.
- Contribute to the design and provision of an engaging curriculum within the relevant subject area(s).
- Contribute to the monitoring of the quality of teaching and learning by tracking pupils'/students' achievements including the analysis of performance data in line with school policy.
- Promote the school's Behaviour Policy and code of behaviour and follow the Staff Conduct policies, to promote and secure outstanding teaching, effective learning and high standards of achievement, good behaviour and discipline.
- Ensure clear, accurate and informative reporting to parents and carers, whether oral or written, on pupil/student progress.
- Liaise with and between pupils, families/carers, staff and outside agencies, as appropriate to support pupil learning and personal wellbeing.

## **Monitoring, Assessment, Recording, Reporting**

- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Make effective use of data to monitor and evaluate pupil progress across the curriculum and to inform teaching and learning planning.
- Use relevant data to monitor progress, set targets and plan subsequent lessons.
- Give pupils regular feedback both verbally and through accurate marking and encourage pupils to respond to the feedback.
- To monitor pupil progress, keeping pupil records that include assessment outcomes with targets set at regular intervals, in line with school policy, to enable all pupils to achieve their full potential.

## **Curriculum Knowledge and Understanding**

- Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for all relevant areas of the Curriculum.
- To understand and plan the EYFS, KS1 or KS2 (as appropriate) curriculum effectively.
- Demonstrate a critical understanding of developments in subject and curriculum areas and promote the value of scholarship.
- Demonstrate an understanding and take responsibility for promoting high standards of literacy, numeracy and the correct use of standard English.

- Have a secure knowledge of the relevant subjects and curriculum areas. Foster and maintain pupils' interest in the subject with the ability to identify and address misunderstandings and misconceptions.

### Continuing Professional Development - Personal

- Take responsibility for personal professional development, keeping up to date with developments and changes in the school curriculum, which may lead to improvements in teaching and learning.
- Follow school procedures and direction for self-evaluation and engage in processes to improve underperformance, taking responsibility for outcomes.
- Undertake any necessary professional development as identified in the school.
- Improvement Plan taking full advantage of any relevant training and development available.
- Implement the use of assistive technologies that enhance teaching and learning opportunities including podcasts, webinars and interactive whiteboard use.
- Carry out reflective practice exercises to move classroom practice, teaching and learning forward.

### Safeguarding

- Adhere to statutory and school-specific safeguarding policies and procedures.
- Take responsibility for keeping up to date on statutory safeguarding initiatives and best practice guidance.
- Ensure appropriate Child Protection Plans are completed, reviewed and monitored in accordance with school policy.
- Report concerns, to include online safety alerts, in line with the agreed school procedure.

### Other Duties

- Any other duties\* that the Headteacher feels is commensurate with the post.
- Teachers are expected to undertake break duties, on a rota basis, as part of the school team.
- Teachers will either be a leader of a curriculum subject or shadow/work alongside a subject leader. The monitoring and development of that subject will be delegated to the subject leader.
- Teachers must attend staff meetings and briefings in line with school policy and practice.
- Teachers are expected to organise and lead visits and residential trips for the year groups that they teach.
- Teachers are expected to lead Key Stage assemblies in line with school policy and practice.
- Make a positive contribution to the wider life and ethos of the school
- To follow and actively promote the school's ethos and policies
- Comply with the Health and Safety policy and undertake risk assessments as appropriate.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
- Follow school policy and procedure in relation to data protection legislation including the General Data Protection Regulations (GDPR).

*\*\*\*Whilst every effort is made to explain the main duties and responsibilities of the post, it may not be possible to identify each individual task required to be undertaken as part of the job role.\*\*\**

### Review and Signatures

**Job Description and Personal Specification agreed by:**

**Post holder:** .....

**Signed:** ..... **Date:** .....

**Name of line manager:** .....

**Signed:** ..... **Date:** .....