

### Job Description: Classroom Teacher (Fixed-term)

**Salary:** MPS/UPS

**Responsible to:** Headteacher

### Job Purpose:

The Classroom Teacher will:

- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- Ensure that the current national conditions of employment for school teachers are met.

### Duties & responsibilities

#### Teaching:

- Plan and teach well-structured lessons to the class, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- To ensure the effective and efficient deployment of classroom support
- To maintain good conduct and learning behaviours in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour and standards of work.

#### Monitoring, Assessment, Recording and Reporting:

- To assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- To provide feedback to pupils and set targets together for progress
- To assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- To keep up to date assessments using Insight, monitor children's progress and evaluate progress and performance
- To liaise effectively with parents/carers giving feedback and encouraging them to support their children at home
- To prepare and present informative reports to parents/carers

**Whole-school organisation, strategy and development:**

- Contribute to the development, implementation and evaluation of the school's policies, practice and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure coordinated outcomes
- To think creatively and imaginatively to anticipate and solve problems and identify opportunities

**Health, safety and discipline:**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure good and safe learning environment

**Professional development:**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

**Personal Qualities and Attributes:**

- To model the school's vision and values.
- To be creative, warm, engaging and transparent.
- To be well organised, calm and positive.
- To be able to quickly engage and build appropriate relationships with children.
- To have high levels of emotional literacy.
- To be dependable and reliable.
- To be an effective team member and a model of professionalism.
- To be flexible, able to respond quickly to changes and think on your feet.

**Other professional requirements:**

- Educated to a degree level
- Qualified Teacher Status by time of employment start
- Grade C or above in English and Maths at GCSE or equivalent
- To have a working knowledge of teachers' professional duties and legal liabilities.
- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To contribute positively and effectively to keeping children safe in education by following the school's safeguarding policies and procedures.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation, extra-curricular and pastoral functions of the school.
- To contribute to the running of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.