

MIDDLETON PRIMARY SCHOOL



CLASS TEACHER

Job Description

Name :	
Post :	
Responsibilities :	Classteacher
Job Purpose :	
	To provide the highest possible quality of education, range of opportunities and standards of attainment for all pupils.
	To provide subject leadership and management in one or more subject areas by negotiation

Introduction

A job description is not designed to limit or define tightly the role but to demonstrate and clarify to the staff the areas of responsibility specifically within its remit.

Duties

- To carry out those professional duties as laid down by the School Teachers' Pay and Conditions document 1992
- To undertake the responsibilities of a class teacher in relation to the class allocated
- To continue to meet the required standards for Qualified Teacher Status
- Have knowledge of and keep up to date with PSHE and Citizenship, the National Curriculum and Agreed Syllabus for Religious Education
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development
- Select and make good use of ICT skills for classroom and management support

- Be familiar with the school's current systems and structures as outlined in the Staff Handbook and policy documents, including Health and Safety and Child Protection Procedures
- Plan and deliver the teaching programme for all pupils within the class in relation to PSHE and Citizenship, the National Curriculum and Agreed Syllabus for Religious Education with regard to the school's aims, policies and schemes of work
- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons
- Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident
- Use a variety of teaching and learning styles to keep all pupils engaged
- Be familiar with the Code of Practice and identification, assessment and support of pupils with special educational needs
- Evaluate own teaching critically and set targets to improve effectiveness
- Assess and record each pupil's progress systematically with reference to the school's policy, including the social progress of each child and use the results to set targets and inform planning
- Mark and monitor classwork and homework, providing constructive feedback and showing clearly what needs to be done to improve
- Provide reports on individual progress to the Headteacher and parents as required
- Establish and maintain effective working relationships with professional colleagues and parents
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post
- Be aware of the need to take responsibility for personal professional development

- In addition to the above job description for a qualified teacher to undertake the following duties and responsibilities in relation to subject leadership and management:
- Develop, promote and ensure implementation of a whole school policy (in conjunction with SMT)
- Use national, local and school management data effectively to monitor standards of achievement across the school
- Plan for and monitor coverage, continuity and progression in the curriculum area throughout the school
- Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning and communicate this to pupils
- Support and guide colleagues to select the most appropriate teaching and methods and resources to meet the needs of the full range of pupils
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with whole school policy (and in conjunction with the assessment co-ordinator)
- Evaluate the teaching of the curriculum area in school and with the Headteacher take action to further improve the quality of teaching in the subject (with reference to the School Improvement Plan)
- Lead professional development of staff through example and support
- Ensure that new staff receive appropriate support
- Establish resource and staff requirements and inform the Headteacher of priorities and costs. Distribute resources to meet the objectives of the school
- Encourage high quality display in classrooms, and offer advice where necessary

Signed:	Date:
Signed - Headteacher:	Date: