



Holyport CE Primary School Class Teacher Job Description



Overall Purpose

To meet the requirements of:

- A teacher as set out in the Academy Teachers Pay and Conditions Document (available for reference from the Head Teacher)
- The Professional Standards for Teachers (available for reference from the Head Teacher)

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Areas of Responsibility and Key Tasks*

a) **Planning, Teaching and Class Management:**

- Teach allocated pupils by planning their teaching to achieve progression of learning through:
 - identifying clear teaching objectives and specifying how they will be taught and assessed
 - setting tasks which challenge pupils and ensure high levels of interest and engagement
 - setting appropriate and high expectations
 - setting clear targets, building on prior knowledge and understanding as well as attainment
 - identifying and planning for SEN, ensuring EHCP provision is delivered effectively.
- Providing an engaging and organised classroom which ensures activities and adult interactions leads to good pace, motivation and challenge in lessons;
- make effective use of assessments and observations and ensure coverage of programmes of study;
- ensure effective teaching and best use of available time;
- monitor and intervene to ensure sound learning and positive, respectful behaviours
- use a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop independence and creative skills through resourcing and range of stimulus.
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the National Curriculum objectives and assessments
- evaluate their own teaching critically to improve effectiveness;

b) **Monitoring, Assessment, Recording, Reporting:**

- Use the School's Current Assessment software such as Insight to assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Provide feedback and monitor pupils' work and set targets for progress;
- 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;
- Working alongside parents as a partner in achieving the best for their child and communicating regularly
- prepare and present progress and attainment reports to parents in line with the school's approach.

c) Other Professional Requirements:

- play a full part in the life of the academy community and support its ethos, values and aims
- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective happy, team-working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- comply with the academy's Safeguarding, Child Protection and Health and Safety policies and undertake risk assessments of class, in school and trip activities and events as appropriate
- engage actively in Performance Management and Professional Development to ensure professional skills are developed and kept up to date
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.
- take on any additional responsibilities, which might from time to time be determined.

ECT's will not be expected to coordinate a subject in their first year.

d) Subject Leadership (the term 'subject/curriculum area' is used to cover all forms of organised learning experienced across the curriculum):

- Subject Leadership to be negotiated with the Head Teacher at interview stage

*In addition to the duties laid out in the School Teachers Pay and Conditions Document

Responsible to: Headteacher

Signed

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