

## Job Description

 <p style="text-align: center;"><b>Central Cooperative Learning Trust</b></p>			
Post No.	Post Title	Salary	Date
	<b>Full-time Main Scale Class Teacher</b>	<b>Main scale range 1-6</b>	<b>2025</b>

Central Cooperative Learning Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job Description –

**Post title:** Class Teacher

**Responsible to:** The Headteacher

**Salary:** Main Scale in line with the current *School Teachers' Pay and Conditions Document*.

### JOB PURPOSE:

The Class Teacher will:

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and behaviour
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012) 2023*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### DUTIES:

All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the school 2023

### Teaching & Learning

- Assess the needs of pupils in your class, plan and prepare whole class work, group work and individual objectives to meet those needs
- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Set work with due regard to the requirements of the National Curriculum or the Early Years Foundation Stage curriculum, the aims, objectives, policies and schemes of work of the school and its Governing Board
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils you teach

- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Ensure that your classroom is prepared and attractive, by providing suitable activities and equipment for the pupils to further their learning
- Make use of internal school resources and community resources by organising suitable educational visits to enhance work undertaken in your classroom
- Make best use of the outdoor learning environment to take pupil's practical learning outside.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback (both orally and through accurate marking) that adheres to our feedback policy, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Involve children in self and peer assessment where appropriate and in developing their understanding of the character traits of successful learners
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### **Team working and collaboration**

- Work as part of a year group team to ensure equality of opportunity for all pupils across the three year group classes
- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the induction and assessment of new teachers
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

- Assist in the continual development of the school's curriculum

#### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

#### **Record Keeping & administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Keep pupils' curriculum assessments and portfolios up to date by monitoring pupils' work on a regular basis to ensure that objectives are relevant
- Through regular assessment, set pupils' learning targets, track pupil progress and maintain the class records in this regard
- Ensure that feedback is completed promptly in line with our feedback policy and is developmental in indicating to children what they have done well and what they need to do next to improve the standard of their work
- Write reports for parents, reviews, statements for Education Health Care Plans etc.
- Attend meetings and reviews with colleagues, advisors and parents to discuss pupil progress.
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

#### **Home-School Links**

- Develop contact with parents/carers by any of the following means: home/school diaries or books, telephone calls, emails, 'Marvellous Me' messages, door duty and encourage parental involvement in school life
- Discuss progress of pupils with parents / carers at termly Parents Consultation Evenings and at other times by request

#### **Staff Development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Take part in the school's Staff Development Programme, including staff meetings and INSET days. Encourage colleagues to participate actively in their professional development.
- Engage and make a positive contribution to school development
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2013

#### **Other**

- Have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality
- Share corporate responsibility for maintaining an attractive and safe environment for children to work in across the school
- Share responsibility for the organisation of whole school and Key Stage activities e.g. Christmas festivities, Science Days, Eisteddfod etc.
- If required to do so, lead school acts of collective worship (class assembly) as indicated by rota.
- Perform any reasonable duties as requested by the Headteacher

## **Health & Safety**

- Assist the Headteacher and Deputy Headteachers with the implementation of the Health & Safety at Work Act and associated school policies