

## Job Description – Class Teacher + Year Lead

### Job Purpose & Objectives

#### Details

The purpose and objectives of the post are laid out below in 'Main Duties & Responsibilities'. Achievement of these objectives will contribute to the well-being and education of the children in our care.

### Main Duties & Responsibilities

#### Details

Teach in accordance with the requirements of the Conditions of Employment of School Teachers, Teacher Standards, in line with the National Curriculum, school policies and schemes of work.

- Set a high standard of professional example, ensuring that the classroom is well planned, organised, and tidy and provides a bright and stimulating environment in which children can learn.
- Manage the classroom well in order to provide a variety of teaching and learning styles as appropriate and to allow for differentiation according to ability.
- Be accountable for the quality of teaching and learning and the standards attained within the class

Secure and sustain effective teaching by:

- Setting high expectations for behaviour and instilling a positive learning ethos.
- Being clear about teaching objectives, learning intentions and success criteria in lessons
- Understanding the sequence of the teaching and learning cycle and communicating this to pupils
- Providing appropriate teaching and learning methods to suit differing pupil needs, focussing on quality differentiation and providing a fully inclusive classroom
- Ensuring curriculum coverage, continuity and progression for all pupils
- Gathering, analysing and using data to inform planning and reporting
- Setting high expectations and targets for pupils that are realistic and challenging and secure improvement in pupil performance
- Evaluating the quality of teaching and standards of pupils' achievements, using the analysis to identify effective practice and areas for improvement

Carry out the duties of a class teacher, in accordance with school policies, in respect of pupils to include:

- The establishment of rapport with pupils to develop their social and academic potential.
- Assessing recording and reporting on the development, progress and attainment of pupils using the agreed strategy and assessment for learning and summative strategies.
- The planning and review of the year group curriculum on a regular, weekly basis with the year team.
- Responding to pupils' work in accordance with school policy including the monitoring of pupils' homework and home learning.
- The maintenance of discipline and acceptable standards of conduct and appearance of pupils.
- The marking of the electronic register, ensuring absences and lateness are accounted for.
- Carefully manage the use and storage of stock and resources used within the classroom.
- Deal with all administrative, organisational and supervisory tasks pertaining to the class teacher role efficiently and effectively
- Be aware of all health and safety and risk policies and practices of the workplace and share in collective responsibility for their implementation
- Attend assemblies with the class and take turns to lead these events.
- Participate, as directed, in meetings with colleagues and parents in respect of the duties of the post.
- Attend staff meetings as directed.
- Participate, as directed, in in-service training in order to keep abreast of trends and developments in education, especially those relevant to the duties and responsibilities of the post.
- Participate in the Appraisal programme operated by the school.
- Lead a curriculum subject/area. (not applicable to NQT's)

# Hill View Primary Academy



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- Mirroring the school's practice in school-home links, develop a partnership with parents that involves them in their child's learning and informs them about pupil achievement through effective reporting procedures.
- Where appropriate, develop effective links with the community to extend both the curriculum and pupils' wider understanding.
- Contribute to the overall aims and objectives of this school and its commitment to high standards and securing school improvement, acknowledging that all pupils have an important part to play in realising these objectives.
- Engage in appropriate opportunities for staff development, taking a leadership role whenever appropriate.
- Contribute to the process of self-evaluation and continuous improvement of Hill View Primary school.
- Promote and demonstrate across the school the agreed learning values and ethos values of Hill View Primary school.
- To assist the Headteacher in providing professional leadership for the school, which secures its success and improvement, ensures high quality education for all its pupils and improves standards of learning and achievement within the ethos of the school.
- Through their own good practice and professional relationships with others, be a positive role model to all those in the school community.
  
- Be committed to promoting and safeguarding the welfare of children.

## Year Group Leader

In addition to your responsibilities outlined in the Class Teacher responsibilities, Year group responsibilities include:

- Keep abreast of whole curriculum development, ensuring you disseminate, support and monitor best practice across the year group;
- Coach and mentor staff as needed;
- Monitor and evaluate the quality of teaching and learning, using a variety of methods including tracking, data analysis, observing lessons, monitoring plans and pupils' work and speaking to children about their learning;
- Plan and implement strategies to improve teaching where needs are identified;
- Provide an excellent role model for pupils and for staff, by classroom practice that sets a standard for other teachers to emulate
- Ensure that there is appropriate continuity and progression in planning, teaching and learning with a focus on adaptation and closing the gap for groups of pupils across the whole year group
- Provide guidance to staff in marking and assessment for learning and standards expected in line with the schools' policies
- Work with the teachers to promote best and innovative practice to enrich the range of teaching and learning styles in the school
- Support colleagues to create a stimulating environment for learning
- Accountability for impacting on educational progress beyond assigned pupils
- Monitor progress of groups and individual pupils throughout the year group;

- Monitor Planning and Assessment and data outcomes;
- To instigate year group moderation prior to pupil progress meetings
- To take responsibility for the collective progress and attainment of the whole year group following pupil progress and tracking meetings
- To provide a focal point as part of the SLT for information and initiatives which can be disseminated by the team leader
- Monitor pupil's behaviour and address issues which may arise to ensure exemplary behaviour;

**Additional Information**

At Hill View Primary, it is our practice to vary specific staff responsibilities in line with needs of the school. This will be carried out in consultation with the post holder.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

**General Information for all Posts**

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

The aim of this job description is to indicate the general purpose and level of responsibility of the post.

Please be aware that duties may vary from time to time without changing their character or general level of responsibility.

This job description may be amended at any time after discussion with the post holder.

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Post Holder – signed ..... Date .....

Headteacher – signed ..... Date .....