



# Primary Class Teacher Job Description

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<b>School:</b>	Shenstone Lodge School
<b>School Site:</b>	Shenstone Lodge School, Birmingham Road, Shenstone, Staffs, WS14 0LB
<b>Post Title:</b>	Teacher
<b>Contracted time:</b>	Full time + attendance at identified calendared events in the school year
<b>Salary Grade:</b>	Main Pay Scale + SEN Allowance
<b>Reporting to:</b>	Head of School and Executive Headteacher
<b>Disclosure:</b>	Enhanced

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## Job Purpose

- To be a key member of the school teaching team
- To be accountable for tracking progress and achievements of pupils in classes and groups taught
- To ensure that taught pupils make good and better progress in all areas
- To identify underperforming students and to ensure that interventions are implemented or facilitated to address concerns
- To work closely with senior staff to ensure that strategies are in place to maximise achievement and address underachievement of all students

## Areas of responsibility and key tasks

### Planning

Plan teaching to achieve progression in pupils' learning through:

- Identifying clear teaching and learning objectives and specifying how they will be taught and assessed
- Setting tasks, including homework, which challenge pupils and ensure a high level of interest

- Setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work
- Setting clear targets building on prior attainment
- Identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the Code of Practice
- Making effective use of assessment information when planning lessons
- Planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development

### **Teaching and Class Management**

- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Use a variety of teaching methods to:
  - (i) structure information well, including outlining content and aims and summarising key points as the lesson progresses
  - (ii) instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary
  - (iii) use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- Select appropriate learning resources and develop study skills through library, ICT and other sources
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Critically evaluate teaching to improve effectiveness

### **Monitoring, assessment, recording, reporting to:**

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Effectively mark 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
- Prepare and present informative reports to parents and other stakeholders as required.

### **Other professional requirements to:**

- Have a working knowledge of teachers' professional duties and legal liabilities

- To lead/ coordinate a specific subject as determined through discussions with school management representative
- Operate at all times within the stated policies and practices of the school
- Establish effective 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
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate 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 as necessary
- In addition to carry out other duties as reasonably required by the Executive Headteacher/ Head of school.

### **Additional Duties**

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To continue personal professional development.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCD not mentioned above.

This job description is carried out in accordance with provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunity for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Each school leader may have specific duties on top of these generic ones.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**