

## **ST JAMES INFANT SCHOOL**

### **JOB DESCRIPTION**

**Job Title:** **Class Teacher**

#### **Job Purpose**

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for children and ensure delivery of high quality teaching and learning.

To ensure all pupils make at least good progress which will ensure they reach their full potential.

#### **Principle Responsibilities: The Class teacher will:**

- undertake all duties required of a qualified teacher as specified in the Teachers Standards' applicable to your grade, the School Teachers' Pay and Conditions Document and will undertake class teaching in a designated year group/curriculum area;
- be aware of and comply with policies and procedures relating to the safeguarding of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- to keep informed of changes in education both locally and nationally as they impact upon the phase of education in which the teacher works, including changes to assessment and curriculum arrangements;
- develop effective, professional relationships with colleagues, knowing how and when to draw on advice and professional support;
- expect and maintain high standards of behaviour to minimise disruption;
- follow the schools feedback and marking policy ensuring children are given comprehensive feedback about their learning and how they can improve in future;
- attend staff meetings and training days in accordance with directed time allocations and to take responsibility for improving your own teaching practice;
- assist with the training of students and contribute towards their assessments;
- provide a safe, happy, stimulating , and caring environment, where resources can be accessed appropriately by all pupils whilst actively promoting the well-being of every child;
- plan, prepare and deliver appropriate educational experiences which address individual needs through quality teaching and high expectations;

- select and prepare resources and plan for their safe and effective organisation, taking into account children's interests and their learning needs, language and cultural backgrounds, with the help of support staff where appropriate.
- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- plan for, organise and direct the work of support staff within the classroom to ensure quality provision is given through understood goals;
- use ICT effectively in delivery of teaching and learning;
- assess, monitor, record and report on the progress and attainment of pupils (including vulnerable groups and those in receipt of Pupil Premium) and to use the information to improve standards;
- use performance data to set clear targets for individual pupils, classes and year groups,
- involve children in reflecting on, evaluating and improving their own performance and progress;
- liaise with the SENCO where necessary to support children with special needs;
- provide home learning and other out-of-class work which consolidates and extends work carried out in the class and encourages children to learn independently;

**Other Professional Duties: The Class Teacher will:**

- maintain the positive ethos and core values of the school, both inside and outside the classroom and to maintain high standards in your own attendance and punctuality;
- take an active role in the development of all school policies and schemes of work;
- contribute to teaching teams, staff meetings and events;
- lead or contribute to professional development activities as part of the planned programme for the school and to promote the sharing of good practice;
- communicate and co-operate with parents / carers and specialists from outside agencies and keep comprehensive records of discussions held;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers;
- play a full part in the life of the school community, supporting the school ethos and encouraging governors, staff, parents and pupils to do likewise.

**Post-threshold expectations:**

- provide a role-model for teaching and learning;
- make a substantial and sustained contribution (specifically agreed through performance management system) to the raising of pupil standards and contribute effectively to the work of the wider school team.
- lead improvement projects based on informed use of assessment data, supported by senior leaders;

**Agreement**

It is expected that the job description will be reviewed as part of our Appraisal and may be amended by mutual agreement between the post holder and the Head Teacher.

Signed \_\_\_\_\_ (Teacher)

Signed \_\_\_\_\_ (Head teacher)

Date \_\_\_\_\_