Class teacher job description

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| **Post Holder: The description of the duties, responsibilities and accountabilities for the post of Class Teacher and Subject Leader at Braiswick Primary School have been set out in this job description.** |
| **Responsibility areas**  | Class teacher and subject leader |
| **Accountability A** | Undertaking responsibilities as a class teacher |
| **Accountability B** | The leadership, day-to-day management, tracking of progress and high standards of a subject in the school along with the setting, development and implementation of policies, plans, targets, practices and procedures related to the subject within the context of the vision, ethos, aims and goals of the school.  |
| **Accountability C** | Generic duties relevant to all members of staff.  |
| **Accountable to:** | The Senior Leadership team (EYFS or key stage leads and for subject development work to the curriculum lead) |

**Area of Accountability: A – Undertake responsibilities as a class teacher**

* Take responsibility for the education and welfare of a designated class in accordance with the requirements and conditions of the School Teachers’ Pay and Conditions document.
* Have good subject knowledge for all subjects within the curriculum.
* Have high expectations for children’s behaviour and personal development.
* Ensure that well-being is promoted through considering the diversity of children’s backgrounds and influences.
* Ensure your classroom environment is stimulating and supportive to independence in line with expectations of school policy and protocols.
* Use teaching methods which encourage enthusiasm and stimulate curiosity.
* Support the needs of all children in your class, taking an individual approach where necessary.
* Maintain effective planning and share this with all staff you are working with.
* Manage the role of support staff in your classroom to ensure the well-being and progress of children.
* Understand how to move learning forward for every child, developing skills and structuring knowledge.
* Use your knowledge of individual children and data to set challenging targets.
* Work with year group colleagues to prepare planning and curriculum materials. Assess how well learning objectives have been achieved, liaising with colleagues to moderate judgements.
* Contribute towards procedures for target setting and progress tracking. 
* Liaise formally and informally with parents, providing feedback on learning. 
* Prepare informative and individual annual reports on progress.
* Provide opportunities to develop skills through “homework”.
* Take responsibility in developing your own professional development
* Take responsibility personally and collectively for supporting children in becoming happy, confident individuals, successful learners and responsible citizens, through:
1. Promoting the vision and aims of the trust;
2. raising children’s aspirations and self-esteem through high expectations for all;
3. nurturing children’s passions, interests and well-being and stimulating their intellectual curiosity;
4. intentionally developing in children the school’s core learning behaviours and dispositions;
5. actively seeking, supporting and promoting pupil voice and children’s ownership of their learning;
6. contributing to the wider range of opportunities offered by and for the school community.

These statements are not exhaustive and staff may also be required to undertake other reasonable duties to support the children or the running of the school as determined by the headteacher.

**Area of Accountability: B - Generic expectation for all staff**

* It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school ‘Code of Conduct for Staff’.
* ICT must be used creatively to inspire and motivate pupils where it is relevant to do so. All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems. All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools ICT and safety policy.
* Data Protection It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.
* Health and Safety Employees are required to work in compliance with the schools’ Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

* Braiswick Primary is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Braiswick Primary. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer (DCPO). The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.