



## Lawford C of E Primary School Job Description for Classroom Teacher

**Post Title:** TEACHER

**School:** LAWFORD C OF E VA PRIMARY SCHOOL

The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:

**Purpose:**

Responsibility for a Class teacher leading activities relating to a subject area or areas, to include:

- Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice
- Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment
- Giving guidance, support and encouragement to staff and leading in-service development sessions

**Responsible to:** Head teacher

**Responsible for:** Subject to be agreed

**Scope:**

Classroom teacher  
Subject Leadership

**Salary/Grade:** Main Pay Scale/UPS – as agreed

## **Main duties and responsibilities of the post**

### **Teaching**

- Teach any age range, in negotiation with the HT
- Use a variety of teaching styles that will encourage, inspire and motivate
- Aspire for excellence in teaching and learning by having high but realistic expectations
- Provide information for, and liaise with Learning Support Assistants / Teaching Assistants
- Plan with good use of cross curricular links, ICT and outdoor learning opportunities
- Carry out playground duties as established on the rota by the KS leader
- Contribute in the planning and execution of all KS activities such as sports days, concerts etc.
- Receive training and use it to improve teaching and learning and keep a continuous professional development portfolio
- Attend designated staff meetings/training
- Lead or contribute to assemblies
- Maintain high standards in pupil behaviour following the 'Behaviour Policy'
- Support initiatives on the School Improvement Plan

### **Planning**

- Produce medium term plans and short term differentiated plans
- Plan for children on the SEND and monitoring register ensuring children have appropriate intervention programmes in communication with the SENDCo
- Place planning on school SharePoint weekly.
- To plan for meaningful homework activities linked to the curriculum.

### **Assessment**

- Assess children in all subjects termly in line with our Feedback Policy
- Use formal assessment data to track children and use this information to inform planning
- Use the whole school systems of target setting and getting to support progress
- Mark work according to the marking policy
- Attend pupil progress meetings with parents/carers/SLT
- Liaise with parents termly and write end termly reports in the house style

### **The School Learning Environment and Ethos**

- Organise the classroom to enable the children to be as independent as possible
- Ensure that vital teaching resources are kept up to date and expanded
- Use the classroom space effectively for to support the children's learning
- Contribute to the wider life of the school, e.g. school fayres
- Be supportive of the School's Christian ethos

### **Subject Leader**

- Take a leadership role as subject leader in an area agreed with SLT
- Contribute to the development of policies, schemes of work and school initiatives in general and lead staff discussions in your specialist subject(s)
- Prepare and keep up to date a professional portfolio to demonstrate standards and coverage in your subjects
- Monitor teaching and learning and undertake book scrutinies giving next step development advice for the subjects lead.
- Identify resources to support teaching and learning and plan for their procurement
- Liaise with, and write reports for, governors related to the school improvement plan and developments in your subject.