Job Description: **Elm Hall Primary School**

Post title: **Class Teacher**
Salary and grade: **Main**
Responsible to: **Headteacher; Governing Body**

MAIN PURPOSE OF JOB

- To provide for the educational, social, moral, spiritual and cultural development of each individual child in the class allocated, ensuring opportunity for all
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.
- To safeguard and promote the welfare of children in the school
- To be responsible and accountable for securing the highest standards of pupils' work and conduct in the assigned class, through effective planning, teaching, assessment and target setting
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- To lead on developments within a designated curriculum area or aspect throughout the school, as agreed through Performance Management procedures.

DUTIES AND RESPONSIBILITIES

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document.* Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Professional Duties

- Deliver the agreed curriculum as relevant to the age and ability group/subjects that you teach, planning and delivering sequences of lessons that engage all pupils
- Be accountable for the attainment, progress and outcomes of pupils you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, with high expectations demonstrated at all times
- To be able to use and evaluate distinctive teaching approaches to engage and support the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities;
- Consistently and effectively use a range of teaching strategies to enhance learning, including the regular planning and delivery of guided work in reading, writing and maths

- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, including the correct use of spoken English
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Provide a stimulating learning environment, where displays support learning during lessons and where resources are accessed and used effectively by pupils
- To ensure that pupils engaged in interventions are supported in applying learning to the classroom context
- Liaise with, plan, organise and manage the work of LSAs assigned to the class, in order to have a positive impact on pupil progress
- Show awareness of and cater for the pastoral needs of pupils assigned to you, as appropriate
- Set appropriate homework and plan other out-of-class activities to consolidate and extend children's learning
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly and in line with school policy Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self- control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, informing the Headteacher immediately of any concerns

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Be proactive in engaging with parents/carers, offering practical strategies to help their child with their leaning, and also in relation to social, behavioural and emotional matters
- Communicate and co-operate with the Inclusion Manager and relevant external bodies to support the progress and wellbeing of pupils
- Make a positive contribution to the wider life, ethos and aims of the school
- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- To lead assemblies and to attend assemblies, when requested by the Headteacher
- Perform any reasonable duties as requested by the Headteacher
- Keep rigorous records and make reports on the personal and social needs of pupils

Administration

- Register the attendance of learners, before, during or after school day, as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document

Professional development

- Actively review, evaluate and refine own teaching and assessment methods, as well as responding to advice and feedback from colleagues
- Participate fully in training and development activities in school or off-site in order to improve professional skills and knowledge, contributing to the development of school policy and practice
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Actively pursue one's own professional development, taking responsibility for keeping up to date with current educational pedagogy and practice
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012