

Job Description for Classroom Teacher

Post Title:	CLASSROOM TEACHER
School:	JOHN RAY INFANT SCHOOL
<p>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:</p>	
Purpose:	Responsibility for a Class
Responsible to:	Headteacher, Senior Leadership Team, School Improvement Leaders, Deputy Headteacher
Scope:	Classroom teacher
Salary/Grade:	Main Scale / Upper Pay Spine
<p><u>Professional Duties</u></p> <p>Teaching</p> <ul style="list-style-type: none"> • Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events • Planning, preparing and assessing lessons in line with school policies and schemes of work • Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets • Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content • Setting of work for pupils who may not be able to attend school, in agreement with the Year Group Leader • Marking work and providing feedback (including homework in accordance with the School's Homework Policy) to pupils and parents in line with the School Marking and Feedback Policy • Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policies • Administering assessment tasks and tests in line with school policy <p>Other Activities</p> <ul style="list-style-type: none"> • To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community • Contribute to and support the overall ethos/work/aims of the school • Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Deputy or Head Teacher • Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop • To promote the general progress and well being of individual pupils throughout the school, in line with the Healthy Schools standards and action plan and Every Child Matters Document • To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Student and Family Support Leader. • Keep records and make reports on the personal and social needs of pupils. • Communicate and co-operate with other agencies to support the educational, development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above including IEP Meetings. 	

- To inform the Student and Family Support Leader immediately of any concerns regarding a pupils welfare
- To communicate and consult with parents of pupils and provide an accurate written annual report for parents
- To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy
- To safeguard every pupil's health, safety and well being in line with school policies
- To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
- To lead assemblies and to attend assemblies, when requested by the Headteacher
- To register pupils at the start of the school day and after the lunch break
- To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

Management

- To plan, organise and manage the work of the Learning Support Assistant assigned to the class, in order to have a positive impact on pupil progress
- To liaise with the SENCO/ Student and Family Support Leader to contribute to the planning and organising of the work of the SEN LSA, in order to have a positive impact on pupil progress
- To ensure that the LSA assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manor

Training and Development

- Review and evaluate the teaching methods and schemes of work
- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
- To participate in performance management reviews in line with school policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Post-threshold teachers are required to demonstrate substantial and sustained achievements and contribution to the school. In addition, those teachers aspiring to progress from UPS2 to UPS3 or who hold a UPS3 post should demonstrate qualities that reflect the following guidance: **'UPS2 teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning'**.