



HIGHFIELDS PRIMARY SCHOOL



JOB DESCRIPTION – CLASS TEACHER

School	Highfields
Post-Held	Class Teacher
Responsible to	Headteacher/Senior Leadership Team

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:

General Duties

The education and welfare of a designated class/group of pupils in accordance with the requirements of Conditions of Employment of School Teachers having due regard to the requirements of the National Curriculum, Highfields' Aims, Objectives, Curricular policies and any policies of the Governing Body of Highfields' as outlined in the School Prospectus, Policy Documents, School Improvement Plan and Staff Handbook. To share in the corporate responsibility for the well-being and discipline of all pupils.

The Conditions of Employment for Schoolteachers as outlined in the School Teachers Pay and Conditions Document. These specify the general professional duties of all teachers. In addition to these, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

Particular Duties

- To lead by example in good Primary Practice.
- To take on new initiatives that have first been discussed with Head/Senior Leadership team.
- To plan and manage associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment.
- To lead, advise and co-ordinate one curriculum area throughout the school in an area agreed as agreed by Head / Senior leadership

Main duties and responsibilities of the post

Teaching and Pupil Progress

- Aspire to excellence in teaching and learning by having high but realistic expectations;
- Provide information for and liaise with Class Teaching Assistants;
- Produce / adapt long, medium and short-term adaptive plans;
- Identify clear teaching objectives, specifying how they will be taught and assessed;
- Set clear targets, building on prior attainment;
- Assess how well learning objectives have been achieved and use them to improve specific aspects of training;
- Mark and monitor pupils' work (including homework) and set targets for progress using the whole school systems of target setting and assessment;
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.

Professional Practice

- Provide clear structures for lessons maintaining pace, motivation and challenge;
- Make effective use of assessment and ensure coverage of programmes of study;
- Ensure effective teaching and best use of available time;
- Monitor and intervene to ensure sound learning and discipline;
- Use a variety of teaching styles that will encourage, inspire and motivate:
 - I. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;**
 - II. Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;**
 - III. Select appropriate learning resources and develop study skills through library, ICT and other resources;**
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Identifying SEN or very able pupils and provide effective evidence for reports as necessary;
- Evaluate their own teaching critically to improve effectiveness;
- Prepare and present informative reports to parents;
- Attend designated staff meetings / training;
- Carry out playground duties and execution of all KS activities such as sports days, concerts etc;
- Maintain high standards in pupil behaviour following the 'Behaviour Policy';
- Contribute to the wider life of school, for example clubs, whole school events etc;
- Establish effective working relationships and set a good example through your presentation and personal professional conduct.

Subject Leader (as agreed by Head / Senior leadership)

- 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 led;
- 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.