

Job Description

Post Title	Class Teacher
Location	Fixby Junior & Infant School
Grade/Scale	MPS
Responsible to	Headteacher



It is appreciated that the nature of any post may change over time. When such changes occur, the post-holder should record and discuss them with their Headteacher and their job description should be amended appropriately.

A detailed outline of the professional duties (roles and responsibilities) of a teacher can be found in the most recent School Teacher's Pay and Conditions Document and it is taken for granted in this description that these will form the basis of this job.

To have qualified teacher status and to be responsible for carrying out the professional duties set out in the most recent Teachers' Pay and Conditions document as directed by the Headteacher, within the context of the job description set out below.

Purpose of the Post

To be responsible for carrying out the professional duties of a Class Teacher (Main Professional Grade).

To share and support our school's responsibility for the well-being, education and discipline of all pupils and to facilitate and encourage learning which enables pupils to achieve the best they can.

Duties and Responsibilities

Teaching and Learning

In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to him/her:

- Identify clear teaching and learning objectives, providing pupils with an effective education in line with the statutory requirements of the National Curriculum and the school's aims and objectives.
- Set clear and challenging targets for learning, building on prior attainment.
- Ensure effective high-quality teaching of whole classes, groups and individuals so the teaching objectives are met, pace and challenge is maintained and best use is made of teaching time.
- Use teaching methods which keep pupils engaged and stimulate their intellectual curiosity.
- Select and make good use of books, ICT and other learning resources which support effective teaching and learning.
- Identify pupils who have additional educational needs and consult with the Pastoral Manager to ensure that they are given appropriate work programmes and targeted support.
- Create and maintain a stimulating, challenging, safe environment within the classroom and public areas that encourages learning and supports well-being.

Assessments and reports

- Assessing, recording and reporting on the development, progress and attainment of pupils;
- Promote the academic progress of individual pupils through such personal guidance, parental involvement and professional consultation as may be necessary having regard to the needs and abilities of each child based on ongoing assessments.
- Mark and monitor class and homework, providing constructive oral and/or written feedback and setting targets for pupils' progress.
- Provide written reports to :-

- (a) Parents, in accordance with school procedures and statutory requirements;
- (b) Other agencies, in accordance with school procedures and Code of Practice.

Pastoral

- To promote, maintain and supervise the Health and Safety of pupils engaged in authorised school activities both on school premises and elsewhere.
- To demonstrate a commitment to positive behaviour management throughout school.
- To care for the physical and emotional welfare of children within the class/school.
- To follow child protection procedures in accordance with School Policy to ensure the safety and welfare of children throughout the school.
- To register pupils, encourage punctuality and reinforce school attendance procedures in consultation with the Headteacher.
- To develop positive relationships with parents and promote the home school partnership.

Curriculum Area of Responsibility (where applicable)

- To be involved in the organisation, maintenance and review of resources and equipment for all age groups and abilities.
- To keep abreast of current trends and developments, attend relevant courses and disseminate information and ideas to colleagues.
- To monitor a departmental budget in consultation with the Headteacher.
- To promote good practice by:
 - Liaising with colleagues, monitoring teaching and learning and giving practical support in planning and delivering classroom activities; -
 - Demonstrating classroom expertise and organising the display work to show the quality of provision offered;
 - Delivering INSET.
- To be involved with colleagues in formulating, reviewing and modifying written policies/schemes of work compatible with the National Curriculum and assessment procedures.
- To liaise with the Headteacher regarding evaluation of provision, new ideas and initiatives in order to ensure development and the achievement and maintenance of high standards.

Administration:

- Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school and;
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

General:

- To promote equal opportunities ensuring that specifics of gender, race, class, ability and disability are treated in a positive and non-discriminatory manner.
- To attend meetings with colleagues, parents or other agencies with specified time allocations and at reasonable advance notice.
- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- To consult and cooperate with colleagues on the preparation, development and review of schemes of work, teaching materials and methods and assessment.
- To comply with the cover arrangements for absent colleagues subject to current conditions of service and school procedures.
- To have a positive interest in professional development – attending meetings and in-service training courses and participating in professional development exercises as directed by the Headteacher within the terms of the local scheme for the use of working time beyond the pupils' school year.

- To participate in Performance Management as required by Government Regulations.
- To carry out other duties as the Headteacher may reasonably require, to the level expected of a teacher on the standard scale, relating to the efficient organisation of the school, and to any necessary adjustments in the specified time allocations.

PPA time shall amount to not less than 10% of the teacher's time-tabled teaching time (and for this purpose "time-tabled teaching time" means the aggregate period of time in the school time-table during which the teacher has been assigned by the head teacher in the school time-table to teach pupils).

PPA time shall be provided in periods of not less than half an hour during those parts of the school time-table in which pupils are taught the core and other foundation subjects or religious education.