

Milverton Community Primary and Pre-school



We Care. We Aspire. We Belong

Job Description – Class Teacher

Job title:	Class Teacher
Reports to (job title):	Headteacher/ Assistant Head (Curriculum)
Type of position:	Teacher
Level and scale point:	Main Scale

Job purpose:

To undertake the teaching of general subjects to their class and pastoral and administrative duties in respect of pupils in this class as well as responsibilities in the school as agreed with the Headteacher.

To play a full part in the pastoral responsibilities of the school in relation to the safety and wellbeing of all the children and the school ethos.

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. The post is otherwise subject to Teachers' Standards July 2013 and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment.

Main duties/responsibilities:

- Undertaking duties as required in the 'Teachers' Standards'.
- Implement agreed school policies and guidelines.
- Support initiatives decided by the Headteacher and staff.
- Delivering learning in accordance with the curriculum, national guidelines and the school's strategy.
- Being familiar with the 'Special educational needs and disability code of practice: 0 to 25 years', and supporting pupils with SEND appropriately, following SENCO advice and delivering IEP/EHCP targets.
- Encouraging pupils to develop and use their creativity and initiative, gain increased independence, and undertake new responsibilities.
- Plan appropriately, in accordance with our curriculum intent documentation, to meet the needs of all pupils, through providing additional IT/resources to support pupils with additional needs to ensure all pupils can access high quality learning.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Ensure pupil focus groups (such as SEND, Pupil Premium and vulnerable) receive additional support to ensure they reach their full potential.
- Lead, organise and direct support staff within the classroom following SENCO advice.
- Deliver relevant national assessments in line with the relevant frameworks.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Maintain good order and discipline amongst pupils, in accordance with the school's Behaviour Policy.
- Actively supporting school activities where required, including attending educational trips, extra-curricular activities and parents' evenings, and parents' association events which may require some out-of-hours availability.
- Lead at least one curriculum subject area.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation.

- Participate in the performance management system for the appraisal of their own performance.
- Keep abreast of trends and developments in education especially those relevant to the duties and responsibilities of the post.
- Communicate and co-operate with specialists from outside agencies.
- Report to parents on the development, progress and attainment of pupils.
- Establish good relationships with staff, parents and pupils, encourage good working practices and support staff in the team.
- Work with the DSL/DDSL to ensure safeguarding is promoted.
- Work with the SENCO to ensure pupils with SEND are appropriately supported.
- Work with the AHT (Pastoral) to ensure inclusion and to support children on the Pupil Premium register.
- Follow and keep up to date with school Safeguarding and Health and Safety protocols and training.
- Attend training and meetings as discussed with Head Teacher as and when required.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes. This job description will be reviewed every three years.

Signed (Headteacher)

Signed..... (Employee)

Date.....

Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Part One: Teaching

There are eight standards for teaching. A teacher must:

1. Set high expectations which inspire, motivate and challenge pupils.
2. Promote good progress and outcomes by pupils.
3. Demonstrate excellent subject and curriculum knowledge in all areas.
4. Plan and teach well-structured lessons.
5. Adapt teaching to respond to the strengths and needs of all pupils.
6. Make accurate and productive use of assessment.
7. Manage behaviour effectively to ensure a good and safe learning environment.
8. Fulfill wider professional responsibilities.

Teachers must:

- Establish a safe and stimulating environment for pupils, rooted in mutual respect.
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
- Carry out the duties of a class teacher in respect of pupils to include:
 - (a) the maintenance of discipline and acceptable standards of conduct and appearance of pupils.
 - (b) the establishment of a rapport with pupils to develop their social and academic potential and to be a main source of reference for their problems.
 - (c) the marking of registers, ensuring absences and lateness are accounted for and taking appropriate action where they are not.
 - (d) the compilation of reports and profiles on pupils as required.
 - (e) the undertaking of any other administrative duties in respect of his/her class as required by the Headteacher.
 - (f) the setting and marking of homework for pupils where appropriate, playing a part in assemblies, escorting the class to assemblies and attending staff meetings as required.
- To supervise and direct the work of the Learning Support Assistant appropriate to his/her class.
- To carry out supervision of pupils as detailed by the Headteacher.
- To participate as required in meetings with colleagues and parents in respect of the duties and responsibilities of the post.

- To keep abreast of trends and developments in education especially those relevant to the duties and responsibilities of the post, including the improvement of learning opportunities and rates of progress of the children he/she is responsible for educating.

Part two: Professional Standards

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- Interacting on a professional level with colleagues and seeking to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school

Teachers must have proper and professional regard for the ethos, policies and practices of the Milverton Community Primary and Pre-school and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.