

# Queensbridge Primary School

## Job Description



**Job Title:** Class Teacher

**Grade:** Main Scale

**Primary Purpose of Role:** To provide an effective education for pupils as outlined in the Teacher's Standards and by meeting all the statutory requirements.

**Responsible to:** The Headteacher/SLT

### **Duties/Responsibilities:**

#### **Teaching and learning**

- To teach a class of children, paying due regard to the National/EYFS Curriculum and the school curriculum policy.
- To promote high standards of learning and behaviour.
- To plan exciting, creative programmes of work in relation to the above.
- To create a motivating and stimulating learning environment.
- To support and uphold the Queensbridge vision and values.
- To meet the individual needs of all learners.
- To promote inclusion and assist with the identification and teaching of children with Special Education Needs & Disabilities.
- To liaise and plan teaching and learning with support staff in line with school policy.
- To encourage the children in the class to become independent and self-disciplined learners.
- To set a good learning example to the children through the preparation of lessons.
- To keep a well organised classroom, maintaining attractive and stimulating displays in accordance with the learning environment policy.
- To be responsible for the effective deployment of support staff within the classroom.
- To mark attendance registers each morning and afternoon.

#### **Planning, Assessment and Record Keeping**

- To keep accurate records of the progress of individual children using agreed school systems and processes.
- To prepare assessment analysis for termly pupil progress meetings with the SLT.
- To use data to inform planning in order to ensure pupil progress.
- Mark each pupil's work regularly according to the Marking and Feedback Policy.

- Teach the process of self-assessment to encourage pupils to think about their own learning.
- Write reports on each pupil's progress for parents, stating areas for future developments and shared targets.
- Follow school Child Protection and Safeguarding procedures.
- Contribute to writing reports when requested e.g. for SEND Reviews, EHC plans, child protection meetings, pupil progress meetings, subject development and subject leader reports for governors.
- To assess and monitor curriculum work in accordance with school policy.
- Provide appropriate information on lessons to be taught/pupils' needs, to supply teachers or any other person taking the class, when requested.

### **External Examinations**

- If requested by the Headteacher, be responsible for arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments.
- Conduct statutory examinations.

### **Liaison**

- Liaise with other class teachers and other staff who may take the class (e.g. class teachers or for the purposes of PPA time) to ensure consistency of planning.
- Pass on information regarding each pupil in the class to the future class teacher (or the appropriate secondary school).
- Establish positive links with parents and keep them informed of class procedures, the curriculum to be taught, the progress of their child and where there are difficulties/problems.
- To check all school communication channels regularly and respond in a timely manner.
- To attend appropriate staff meetings as directed.

### **Pastoral**

- Be responsible for the safety and welfare of the class during teaching times and at the beginning and end of each session.
- Identify children causing particular concern and inform the Pastoral Lead, SENCO or SLT.
- Be responsible for reinforcing school positive behaviour policy/code of conduct.
- Promote equal opportunities with the class and whole school.
- Be responsible for providing supervision at break times as per rotas.
- Cooperate with all adults who work in school and supervise when appropriate.
- To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

### **Professional Development**

- Keep up to date with current educational development through the vehicle of IT, reading and research quality professional training opportunities.
- To participate in a range of relevant professional development activities.
- Participate in whole school self-evaluation and assessment procedures.
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### **Other duties and Responsibilities**

- Leading subject areas, working as part of a curriculum team.
- Assisting in developing the policies, schemes of work and guidelines in consultation with colleagues.
- Assisting in the monitoring of planning for curriculum areas, offering help, guidance and feedback to other members of staff.
- Assisting in the monitoring of pupils' work and assessment records for curriculum areas.
- Assisting in training in the curriculum areas e.g. staff meetings/INSET days.
- Ordering and organising resources for the curriculum areas.
- Involvement in developmental programmes by team teaching and observations of lessons.
- Assisting in the writing of annual action plans as a contribution to the overall SDP and regularly evaluating its progress.
- Following the positive behaviour system in school.
- To ensure class and subject pages on the school website are informative, statutory and updated regularly.

Any other duties that the Headteacher may from time to time ask the post holder to perform.

### **Relationships**

The post holder is responsible to the Headteacher and Key Stage Leader for their teaching duties and subject leader responsibilities. The post holder should interact, on a professional level, with colleagues and seek to establish and maintain productive relationships with them. The post holder will be responsible for the supervision of the work of their own class teaching assistants.

### **Health and Safety**

All members of staff have a **duty** under the Health & Safety at Work Act 1974 to:

Take reasonable care for the Health and Safety at Work of himself/herself and of others who may be affected by his or her acts or omissions.

Employees are also required under the Act to:

Co-operate with his/her employer with regard to any requirements imposed on the employer by statutory provisions.

Louise Chapman - Headteacher

