



JOB DESCRIPTION

Class Teacher

SCHOOL: Peel Hall Primary School

Job Title: Class Teacher
Grade: MPS / UPS
Directly responsible to: Head Teacher / Deputy Head Teacher
Supervisory responsibilities:
Hours of Duty: Full Time (1265 Hours per annum)

Primary purpose of the job:

- To provide an effective education for children by teaching within the framework provided by the Governing Board and the Local Education Authority and with regard to all statutory requirements.
- This service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Responsibilities:

- To fulfil the Conditions of Employment for School Teachers as laid down in the Pay and Conditions Act 1991 and subsequent amendments.
- To provide a well-managed, stimulating and effective learning environment for children.
- To prepare curriculum plans and programmes of work which are appropriate to the needs, experience and knowledge of pupils.
- To deliver each pupil's entitlement to a broad and balanced curriculum.
- To work towards continuity in planning, evaluations and records, especially at times of transition.
- To contribute to whole school curriculum development and to reflect such initiatives in classroom planning and practice.
- To participate in professional development initiatives established by the school and by the Authority.
- To develop and maintain relationships with parents as partners in their children's learning.

Teach allocated pupils by planning their teaching to achieve progression of learning through

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Identifying SEN or very able pupils and developing strategies to promote accelerated learning for all
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Making effective use of assessment and ensure coverage of programmes of study
- Ensuring effective teaching and best use of available time;
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework

Using a variety of teaching methods to:

- Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
- Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions

- Select appropriate learning resources and develop study skills through library, I.C.T and other sources;
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluating own teaching critically to improve effectiveness;
- Ensuring the effective and efficient deployment of classroom support
- Taking account of pupils' needs by providing structured learning
- Opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
- Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively
- Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.

Monitoring, Assessment, Recording, Reporting:

- Assess how well learning intentions have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- 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
- Undertake assessment of students as requested by examination bodies, departmental and school procedures
- Prepare and present informative reports to parents.

Curriculum Development:

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance; (dependent upon experience)
- Contribute to the whole school's planning activities

General Duties and Other Responsibilities:

- To adhere to all agreed policies, procedures as agreed by the Governing Board
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, although the duties listed will qualify for non-contact time for Preparation, Planning and Assessment, in line with your teaching time (10%) and negotiated time for you to carry out your teaching and learning responsibilities in line with the schools SEF and School Improvement Plans.
- To work in accordance with 1988 Education Act, more recent legislation with particular reference to Health and Safety requirements and LA Policy and advice.
- Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.
- A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances.
- It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.
- Any such further reasonable direction to you, not covered above, will be the responsibility of the Head Teacher or their delegated authority.

Safeguarding Responsibilities:

- The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.
- To be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- To support the protocols and systems that are in place to address the needs of children with special educational needs and 'children in need' as defined by the Children Act.
- To ensure child protection procedures and processes are followed across the school.

Review arrangements:

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.