

# LEIGH CENTRAL PRIMARY SCHOOL

## JOB DESCRIPTION - Class Teacher



### 1. INTRODUCTION

1.1 **NAME OF POSTHOLDER:** \_\_\_\_\_

1.2 **JOB TITLE:** Class Teacher

1.3 **JOB PURPOSE:** Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

Competently meet the National Teacher Standards (Updated 2021) in accordance with the appropriate stage of career development.

Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.

1.4 **Line Management:** Reporting to – Head teacher, Deputy Head teacher, Senior Leadership  
Responsible for - no line manager responsibility

1.5 **Liaising With:** Headteacher, Senior Leadership Team, Teachers, Support Staff, parents, LA Representatives, External Agencies and Governors.

1.6 **Salary Scale:** Main Pay Scale and Upper Pay Scale

1.7 **Working Time:** Part time as specified within the School Teachers' Pay and Conditions Document

1.8 **CRB Disclosure Level:** Enhanced

### 2. SCHOOL ETHOS

2.1 To work with the Headteacher and colleagues in creating and inspiring the ethos of the school with all members of the school community, ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.

2.2 Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety and well-being.

2.3 Promote the school and celebrate its success at every opportunity.

2.4 Display consistently high expectations of what each pupil can achieve, including the most able and disadvantaged.

2.5 Be willing to enhance children's lives at school through enrichment activities, including out of hours clubs.

2.6 Be committed to safeguarding pupils.

### **3. CURRICULUM PLANNING AND PROVISION**

- 3.1 Have a secure understanding of the age group they are working with and help to design and maintain a curriculum in line with the EYFS Statutory Framework to meet the needs of individual children within the class.
- 3.2 Monitor and evaluate the curriculum offered to ensure that it is planned with thought and care to provide breadth and depth, and effective enough to support pupils in gaining a systematic accumulation of knowledge. Review appropriate planning, record keeping and reporting procedures, as and when requested.
- 3.3 Ensure that the sequencing of the curriculum takes account of the wider perspective of what has gone before.
- 3.4 Work with other members of staff to ensure that individuals' unique needs are catered for within the curriculum.
- 3.5 Under the direction and guidance of the Senior Leadership Team, actively contribute to and support the development of one or more specified curriculum aspect(s) and/or area(s) of pupil and/or staff development.
- 3.6 Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and ensure available resources are used effectively to support the curriculum.

### **4. TEACHING, LEARNING AND ASSESSMENT**

- 4.1 Produce coherent lesson plans which ensure that subject content is introduced progressively, takes account of the individual needs of pupils and encourages the development of independent learners.
- 4.2 Employ a range of suitable teaching and learning strategies and styles to ensure effective, deep learning and progress.
- 4.3 Present appropriate subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising their attainment.
- 4.4 Develop, maintain and use high quality, stimulating resources, appropriate to chosen learning objectives.
- 4.5 Ensure the effective deployment of teaching assistant support in the classroom, ensuring that it has a positive impact on teaching, learning and assessment.
- 4.6 Make relevant use of formative assessment information about children's learning to inform future planning of teaching and learning activities.
- 4.7 Create and maintain an orderly, safe, stimulating and informative classroom environment.
- 4.8 Ensure that the wider curriculum is taught at the consistently high standard as English and Mathematics.
- 4.9 Set pupil targets, assess progress and maintain records in accordance with school policy making effective use of the school's online system.
- 4.10 Meet the school's high expectations of pupil progress demonstrated in lesson observations, pupil data, book looks etc.
- 4.11 Know and demonstrate features of outstanding teaching and learning.

## 5. PASTORAL CARE

- 5.1 Develop positive relationships with all children and promote excellent attitudes to learning as well as actively promote all aspects of pupils' welfare.
- 5.2 Maintain a positive approach to behaviour management, promoting excellent conduct and supporting the school's policies relating to attendance, punctuality and behaviour.
- 5.3 Alert pastoral manager of any more complex difficulties experienced by pupils as appropriate, making recommendations as to how they may be resolved.
- 5.4 Maintain a system of rewards and consequences which is in line with the school policy and understood and appreciated by pupils and parents.
- 5.5 Exudes warmth and care and embraces the school's child centred, nurturing approach.

## 6. PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING

- 6.1 Follow the school's procedures for providing clear and timely information to parents and carers on how well their child is progressing in relation to the standards expected.
- 6.2 Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.
- 6.4 Uphold and develop the school's well-established links with the local community and cluster of schools, the LA and other external agencies.
- 6.5 Participate fully in the school's wide-ranging approaches to parental engagement.

## 7. PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT

- 7.1 Engage actively with the annual performance management review process, in accordance with the school's policy and fully meet the teachers' standards.
- 7.2 Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- 7.3 Ensure colleagues receive information and feedback on professional development activities undertaken.

## 8. SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed \_\_\_\_\_  
(Teacher)

Signed \_\_\_\_\_  
(Headteacher)

Dated \_\_\_\_\_  
(Teacher)

Dated \_\_\_\_\_  
(Headteacher)