

# CLASS TEACHER'S JOB DESCRIPTION

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**The post holder will take responsibility for teaching and learning in accordance with the duties listed below.**

## General

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The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively. This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher and governing body by the post holder in the role of 'Class Teacher'.

## Planning, teaching and class management

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**To teach classes of children by planning appropriate teaching to achieve progression of learning for pupils 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 high expectations.
- Setting clear targets, building on prior attainment.
- Identifying pupils with barriers to learning, SEN or very able pupils and meeting their needs.
- 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.
- Monitoring and intervening to ensure sound learning and discipline using the School Behaviour Policy.
- Using a variety of teaching and learning methods to meet the needs of all pupils across all subjects.
- Evaluating own teaching critically to improve effectiveness.
- Managing parents and adults in the classroom as appropriate.

## Monitoring, assessment, recording and reporting

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- Assess how well learning objectives 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.
- Prepare and present informative reports to parents.

## Other professional requirements

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- Have a working knowledge of teacher's professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Ensure professional development.
- Develop appropriate liaison with all teaching and support staff.
- Liaise effectively with parents and Governors and actively promote their involvement in the life of the school.
- Take on any additional responsibilities that might from time to time be determined.

## Curriculum Responsibility

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**To be negotiated, depending on experience and expertise. This is likely to include:**

- Taking responsibility for an area of the curriculum throughout the whole school, including, the coordination, development and resourcing of that area.
- Using national, local and school management data effectively to monitor standards of achievement across the school in the allocated curriculum area.
- Producing short, medium and long term plans to develop the curriculum area.
- Informing and reporting to colleagues, Governors and parents about that area of the curriculum.
- Monitoring, maintaining and developing appropriate resources within each teaching area.
- Providing appropriate documentation and support (policy, scheme of work, records, staff support etc.) for the agreed area of responsibility.
- Leading, assisting and participating in staff meetings and INSET to further the development of your agreed area of responsibility.
- Promoting the development of a co-operative approach to curriculum change.
- Taking an active role in the planning of school development and implementation of DfE initiatives.