

Job Description: Class Teacher

Responsible to: The Headteacher

Downs Junior School

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with the attached paper 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the head teacher. As an effective member of the staff team, ensure that all children at Downs Junior School receive a vibrant and relevant education, enabling them to achieve their highest possible standards.

Areas of Responsibility and Key Tasks

a) Planning, Teaching and Class Management

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.
- 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:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library, ICT 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 the 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.

b) Monitoring, Assessment, Recording and Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of learning.
- 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 pupils as requested by school procedures.
- Prepare and present informative reports to parents/carers.

c) Curriculum Development

- Have a 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.
- Contribute to the whole school's planning activities.

d) Other Professional Requirements

- Have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with, to be aware of health and safety issues and to work within the guidelines of the Health and Safety Policy.
- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Know subject(s) or specialism(s) to enable effective teaching.
- Establish effective working relationships and set a good example through presentation, personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute positively and effectively to the Every Child Matters agenda.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the year group, school and pupils.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Take part, when required, in liaison activities such as Open Evenings and events with other schools.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for own professional development and duties in relation to school policies and practices.
- Liaise effectively with staff colleagues, parents/carers and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from their line manager, member of the leadership or management team, or head teacher to undertake work of a similar level that is not specified in this job description.

Person Specification

Job Title: Class Teacher

Grade: Teachers Main Scale

Department: Education

Essential Criteria

Job Related Education and Qualifications and Knowledge:

- Proven experience in KS2 teaching

Experience:

- Be able to demonstrate excellent practice within KS2
- Own a clearly developed set of strategies for successful classroom management that has survived examination in a classroom context
- Have developed their own clear set of principles that show an understanding of how children learn

Personal Attributes:

- Ability to work as a member of a team
- A commitment to encouraging pupils to develop their full potential

Professional Skills and Abilities:

- Knowledge of strategies that are necessary to promote purposeful learning and progress
- A commitment to using a wide range of teaching strategies
- Ability to create a stimulating environment
- Ability to assess the progress of individual pupils and maintain appropriate records
- Ability to work closely with other members of staff in the development of the curriculum and pastoral work of the school
- A commitment to inclusion
- Ability to relate well to parents/carers and encourage their participation in the educational process
- A high level of organizational skills
- Up to date knowledge and current experience of curriculum developments and initiatives, for example Every Child Matters, Renewed frameworks for literacy and numeracy
- The ability and commitment to follow school policies.
- Boundless enthusiasm for teaching
- Show a clear commitment to putting our children first
- Ability to add to the positive atmosphere in the staffroom

Equalities/Safer Recruitment:

- An understanding, awareness and commitment to safeguarding children
- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy
- Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people
- Demonstrate emotional resilience in working with challenging behaviours.