

Petworth CofE Primary School Primary School

JOB DESCRIPTION FOR CLASS TEACHERS

Responsible to Headteacher, Deputy Headteacher, Key Stage Lead and Governors.

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

Job purpose

- To carry out the professional duties of a class teacher as set out in the current School Teacher's Pay and Conditions Document, in accordance with the school's policies under the direction of the Headteacher.
- To play a full part in the life of the school community.
- To contribute to raising standards of pupil attainment.

Core requirements of the post

- To teach all aspects of the national curriculum.
- To teach according to the educational needs of the children including the planning, preparation and assessment of the work to be carried out by them.
- To ensure Health and Safety policies are observed.
- To be flexible and prepared to teach any class and age range in the school if required in the school.
- To take general pastoral responsibility for the pupils in the class and liaise with their parents.
- To work closely with and support colleagues in the team and school.
- To set and maintain high expectations for good behaviour and discipline for the class and share and support general whole school maintenance of the behaviour policy.
- To maintain good punctuality, planning, record keeping, classroom organisation and communication.
- To initiate displays to support and stimulate learning.
- To maintain a stimulating learning environment and contribute towards the wider school learning environment.
- To support and promote the Christian ethos of the school.

Planning, Teaching and Class Management

- To identify clear teaching objectives for pupils specifying how they will be taught and assessed.
- To set appropriate/differentiated tasks that challenge pupils and ensure high levels of interest.
- To set clear targets, building on prior attainment.
- To identify SEN and able pupils.
- To work closely with other colleagues especially the Deputy Headteacher, Key Stage Lead and SENCO to ensure work meets the needs of all pupils.
- To be responsible for own planning where necessary.
- To assist in planning and integrating activities for pupils in accordance with the school policies, guidelines and schemes of work in order to ensure appropriate coverage.
- To use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.

- To encourage pupils to think and talk about their learning and develop self-control and independence.
- To write and keep records, ILPs, reports, targets and assessments.
- To liaise with colleagues regarding pupils' progress and needs especially at times of transfer.
- To plan and support the deployment of teaching assistants working with pupils in the class.
- To evaluate own teaching critically and use this to improve own effectiveness.
- To work with colleagues to support the development of their subject expertise and skills.
- To lead and manage a curriculum subject as directed by the Headteacher and develop plans which identify clear targets and success criteria for its development and/or maintenance including subject policy and scheme of work.
- To have control of a subject budget and produce an annual action plan which details how funds are to be allocated.
- To monitor the subject through lesson observation, moderation and scrutiny of pupils' work to ensure consistency of standards and expectations.
- To organise and plan for testing as appropriate to the subject and year groups.
- To analyse test results and use to inform future planning.
- To fulfil the requirements of Performance Management and Continued Professional Development.

Monitoring, Assessment, Recording and Reporting

- To mark and monitor pupils' class and homework providing quality oral and written feedback and setting targets for pupils' progress.
- To assess and record pupils' progress systematically and monitor pupil progress to inform future planning.
- To prepare and report pupil progress and levels of attainment to parents during consultation evenings.
- To report to Governors and staff as required.

Other Professional Requirements

- To attend and participate in INSET days, staff meetings and planning meetings.
- To work to and achieve any set deadlines.
- To set a good example to pupils and colleagues in presentation and personal conduct.
- To fulfil school duties such as cover for the playground in accordance with the post.
- To endeavour to give every child the opportunity to reach their potential and meet high expectations.
- To take part in marketing and liaison activities such as Parent Workshops and events with locality schools.