

## HOLY TRINITY AND S. SILAS PRIMARY SCHOOL JOB DESCRIPTION - CLASS TEACHER

### **Responsible to: Headteacher**

The class teacher is an employee of the Governing Body and is required to carry out his/her duties in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document.

The teacher will work within the statutory framework of national legislation and school, Local Authority and LDBS policies and guidelines. These include complying with Health and Safety, Equalities and Safeguarding policies.

### **Professional Attributes**

#### **1. Relationships with children**

- The teacher will hold positive values and attitudes and adopt high standards of behaviour in the role ensuring that all children can achieve their full educational potential.
- Establish fair, constructive, respectful and supportive relationships with the children.

#### **2. Liaison and cooperation**

The teacher will work in positive and courteous liaison, contact and cooperation with

- other members of the staff team
- members of Local Authority or LDBS support team
- organisations and networks relevant to primary school teaching and learning
- parents, governors and the local community

#### **3. Team working, collaboration and communication**

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice.
- Ensure that colleagues working in the same class are suitably involved in supporting learning and effectively briefed on the role they fulfil.
- Communicate effectively with parents/carers ensuring timely and relevant information about attainment.

### **Professional Knowledge**

#### **4. Planning**

- Plan and prepare medium and short-term plans and individual lessons appropriate to the needs, interests, experience and existing knowledge of the class.

#### **5. Teaching and learning**

- Teach the class following the plans and school policies and guidelines.
- Teach engaging and appropriate lessons, which enable all children to make progress (including the organisation of trips, visitors, class assemblies and workshops).
- Plan, set and assess homework to sustain learners' progress and to extend and consolidate their learning.

#### **6. Marking, assessment and recording**

- Mark and assess pupils' work and record their development, progress and attainment.
- Prepare children for, administer and organise relevant end of Key Stage assessments.
- Make effective use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring progress.
- As part of teaching, utilise assessment for future planning, diagnose learners' needs, set realistic and challenging targets for improvement.

#### **7. Reporting on progress**

- Report on children's progress to parents/ carers, other members of staff and, where relevant, outside agencies, including writing annual written reports and discussing children's progress at parents evenings. Ensuring, timely, accurate and constructive feedback on learners' attainment, progress and areas for development.
- Support and guide learners so they can reflect on their learning, understand the progress they have made and their targets for improvement, encouraging independent learners.

#### 8. Behaviour and relationships

- Maintain good order and discipline in the class, show respect for and promote the rights and responsibilities for all in the school community.
- Promote understanding of and follow the school's behaviour policy and guidelines.
- Be proactive in promoting the positive behaviour of all the children in the school, including during playground duties.
- Develop positive relationships with pupils, parents and other members of staff.
- Take the lead in the pastoral care of the class, liaising with parents, the head teacher and other members of staff where appropriate.

#### 9. Learning environment

- Maintain an attractive, stimulating and safe learning environment in the classroom and contribute to displays in the school as a whole.
- Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on safeguarding to enable learners to feel secure and confident to make an active contribution to learning and the school.
- Promote learners independence, co-operation and self-control through developing their emotional, behavioural and social skills.

#### 10. Continuing professional development

- Keep up to date with current developments in policy and practice.
- Be proactive in participation in school-based INSET and meetings and externally-provided CPD opportunities.
- Participate in performance management and monitoring activities, following statutory and school policies.

#### 11. Whole school policies and events

- Contribute to the development and review of whole school policies and schemes of work.
- Participate in the organisation and running of whole school events.

#### 12. Review and reflection

- Be able to review and reflect on your own practice; identifying areas of strength and for further development.

#### 13. School ethos and RE teaching

- Support the school's ethos and aims as a Church of England School.
- Attend assemblies, collective worship and school church services.
- Teach RE to your class, following the school's scheme of work, which includes teaching and learning about Christianity and other world faiths.

#### 14. Equality policies

- Carry out all tasks with due regard to school and Local Authority equalities policies and regulations, ensuring for example that teaching matter and resources reflect this guidance.

This job description is regularly reviewed to take account of changes in legislation, school policies and the abilities and wishes of the post holder. Holy Trinity & S. Silas is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Vetting will take place both before and during employment.