



Ashurst Wood Primary School JOB DESCRIPTION - CLASS TEACHER

Responsible to Headteacher 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 the National Curriculum and/or EYFS.
- 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.
- To take 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 and discipline policy.
- To maintain good punctuality, planning, marking, record keeping, classroom organisation and communication.
- To support and work within the inclusive ethos of the school.
- To maintain a stimulating learning environment and contribute towards the wider school learning environment.

Planning, Teaching and Class Management:

- To identify clear teaching objectives and success criteria for pupils specifying how they will be taught and assessed.
- To set appropriate/differentiated tasks that challenge all pupils and ensure high levels of interest.
- To set clear targets, building on prior attainment.
- To identify SEND and very able pupils and provide appropriate learning activities that meet their needs.
- To work closely with other colleagues especially SENCo and Able Pupils Co-ordinator to ensure work meets the needs of all pupils.
- To plan and integrate activities for pupils in accordance with the school policies, guidelines and schemes of work in order to ensure coverage of programmes of study.

- 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 work of teaching assistants working with pupils in the class.
- To evaluate own teaching critically and use this to improve own effectiveness.
- 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 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 endeavour to give every child the opportunity to reach their potential and meet high expectations.
- To contribute positively and effectively to the Every Child Matters agenda.
- To support extra-curricular activities after school.
- To support the Fund Raising Team by attending three school events in an academic year.
- To take part in marketing and liaison activities such as Open Evenings and events with partner schools.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this Job Description.