

MAYFIELD SCHOOL

CLASS TEACHER JOB DESCRIPTION
"Everyone Thinking, Everyone Learning"



The appointment is subject to the current conditions of employment of teachers contained in the School Teachers Pay and Conditions document, the Education Act 2001, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

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

AREAS OF RESPONSIBILITY AND KEY TASKS

Teachers at Mayfield are seen as Leaders of Learning.

Planning, teaching and class management

To teach allocated pupils by planning assessment for learning practices, 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 and clear targets, building on prior attainment
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Make effective use of assessment and ensure coverage of programmes of study
- Ensure effective teaching and best use of available time
- Ensure strategies for positive behaviour management are developed
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subjects taught
- Evaluation their own teaching critically to improve effectiveness
- Take account of pupils needs by providing structured learning opportunities which develop all areas of learning
- Encourage pupils to think and talk about their learning, develop self control and independence, concentrate and persevere and listen attentively
- Use a variety of learning strategies, which are designed to meet the learning styles of individual pupils, including communication aids and appropriate technology
- Manage other adults in the classroom to work as a team to support learning

PLANNING, MONITORING, ASSESSMENT, RECORDING, CELEBRATING.

- Assess how well learning objectives have been achieved and use them to improve aspects of teaching and accreditation
- Monitor pupils work and set targets for progress and achievement
- Assess and record pupils progress systematically and keep records to ensure work meets criteria for assessment.
- Monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- Prepare and present informative reports to parents
- Plan effectively across all subject areas in line with school policy
- Have high expectations of ALL learners
- Celebrate pupil learning through evidence collection, records of achievement

OTHER PROFESSIONAL REQUIREMENTS

- Have a working knowledge of teacher professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and achieve success
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents, governors and other agencies
- Promote and contribute to the strategic planning of the school through whole school and departmental improvement plans
- Take on any additional responsibilities which might from time to time be determined
- Actively contribute to the “Everyone Thinking, Everyone Learning” vision

Class Teacher is responsible to the Headteacher