



Thrunscoe Primary Academy

JOB DESCRIPTION

Position: Class Teacher

Pay Scale: Main Pay Scale/Upper Pay Scale as defined in the School Teachers Pay and Conditions Document.

1. PURPOSE:

The Class Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- ensure that the current national conditions of employment for schoolteachers are met.

2. MAIN RESPONSIBILITIES:

The Class Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the headteacher and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff within the classroom;

- participate in the performance management system for the appraisal of their own performance, or that of other teachers.
- Be responsible for a subject area (open to discussion)
- Monitor children's conduct and behavior within the academy and intervene to resolve routine issues using appropriate techniques and skills, to de-escalate or resolve simple conflict between pupils and engage assistance from colleagues if necessary, in order to maintain a safe and calm atmosphere conducive to learning and ensure the safety and well-being of pupils, staff and visitors.

3. SUPERVISION / MANAGEMENT OF PEOPLE

The post includes supervision of pupils, teaching assistants and visitors to the classroom and other teaching environments.

4. CONTACTS AND RELATIONSHIPS

- Parents, pupils, and visitors, to provide information, give advice and resolve queries, involving senior staff as appropriate.
- All school staff to discuss curriculum issues, determine priorities and resolve anomalies.
- Administration staff for information exchange and resource acquisition.
- Regular contact with the headteacher and subject co-ordinators to determine priorities, and highlight areas of concern.

5. DECISIONS

The postholder works within established policies and procedures, health and safety regulations and established procedures.

Discretion

- The postholder has discretion to choose the most suitable methods to carry out the duties of the post within a determined framework.
- The postholder has discretion to access websites and helplines for advice, information and research.
- Advice, information and direction will be readily available from the headteacher, leadership team and subject co-ordinators.

Consequences

The postholder's decisions:

- could have considerable effect on the academy's perception in the wider community.
- have an effect on pupil's wellbeing.

Confidentiality must be maintained at all times.

6. WORK ENVIRONMENT

The postholder will normally work in the academy but may occasionally be required to work in other locations.

The post requires some physical effort, awkward postures, standing for long periods, lifting and handling will form a regular element of the job.

The work involves regular contact with pupils, parents, and visitors.

The work will involve regular use of IT equipment.

7. KNOWLEDGE AND SKILLS

- Good knowledge of creative and skills-centred curriculum delivery
- Ability to undertake curriculum planning for continuity, differentiation and progression
- Ability to target-set for pupils and have an impact on raising student achievement
- Ability to provide a stimulating and engaging classroom environment for your pupils
- Ability to support students on the SEN code of practice
- Ability to use ICT as a key tool for planning, teaching and learning
- Ability to use student-tracking and target-setting software (iTrack or similar) to inform planning
- Ability to use interactive whiteboard, laptops/netbooks and handheld devices to support teaching and learning
- Knowledge and experience of the appropriate statutory assessment procedures
- Good verbal and written communication skills
- Ability to promote pupils positive behaviour and establish appropriate authority
- Awareness of the relevant Health and Safety, Safeguarding and Child Protection policies and procedures

8. GENERAL

Other Duties – the duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

Equal Opportunities – The postholder must carry out his/her duties with full regard to the academy's Equal Opportunities Policy.

Health and Safety – The postholder must carry out his/her duties with full regard to the academy's health and safety procedures.

Safeguarding – Thrunscoe Primary Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks, identity checks and checks to establish the right to work in the United Kingdom.

Signature

Designation

Date

Job Description prepared by:

Received by Postholder: