

# Polehampton CE Infant and Junior Schools

## Class Teacher Job Description



**Salary:** MPS/UPS

**Reporting to:** Headteacher, Deputy Headteacher and Key Stage Leading Teachers as appropriate.

### Duties

- Day to day management of planning, teaching and learning within the class.
- Be an excellent classroom practitioner; working in accordance with the school's policies, under the direction of the Headteacher.
- Have a positive impact on educational progress.
- Secure progress of every child including those who are SEND, PP and more able pupils.

### Context of role

The school welcomes teachers who are of a high professional standard and who share the responsibility with each teacher for continual review and the development of expertise. All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils. All teachers – except those who are Early Career Teachers (ECTs) – will have a lead responsibility for at least one curriculum area across the whole school and will be supported in that role by the Headteacher and Senior Leadership Team (SLT).

This member of staff may be deployed, under the direction of the Headteacher, to any year group within Sonning Church of England Primary School, and is expected to fulfil the duties stated below. In line with / in addition to carrying out the duties of a class teacher, as outlined in the latest School Teachers' Pay and Conditions Document, the teacher will be expected to carry out the following, where appropriate:

### Teaching, learning, curriculum and assessment

Teach well-structured, engaging and high-quality lessons which move on learning and meet all learners' needs:

- Identify clear learning objectives and specify how they will be delivered, resourced and assessed.
- Set clear targets, building on prior attainment.
- Identify SEND, EAL and/or higher attaining pupils.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Maintain good conduct and learning behaviours in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work.
- Use a variety of teaching methods to match approach to content, structure information, present a set of key ideas and use appropriate vocabulary.
- Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.
- Evaluate own teaching critically to improve effectiveness.
- To take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for English, through the implementation of Read Write Inc and Mathematics.
- To contribute to the whole school development activities.

Participate fully in class and within the school team:

- Teach in a classroom within Sonning Church of England Primary School, as determined by the Headteacher.
- Ensure a high standard of provision for pupils, working together with the leadership team (including high expectations).
- Ensure the effective and efficient deployment of classroom support.
- Line manage and performance manage identified staff.
- Lead, manage and develop a curriculum area and/or to lead and manage pupil development across the curriculum.

**“Let your light shine” Matthew 5:16**

Gratitude - Friendship - Perseverance - Forgiveness - Honesty - Compassion

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- Be an excellent classroom practitioner.
- Have an impact on educational progress beyond their assigned pupils.
- Actively participate in whole-school self-evaluation and school development planning.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Ensure the smooth running and organisation of your class on a day-to-day basis.
- Form an effective partnership with other teachers for a seamless transition when your pupils move into the next year group.

Make accurate and productive use of assessment:

- Keep appropriate and efficient records, integrating formative and summative assessment into planning.
- Monitor and review the curricular provision in your class in terms of:
  - breadth and balance ensuring that the school's curriculum map is being followed.
  - review pupil progress through the analysis of data, ensuring information is used for planning and target setting across the school.
  - ensuring completion and transfer of records and implementation of all policies.
  - differentiation and personalised learning goals for pupils (together with the leadership team).
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Monitor children's progress and evaluate progress and performance.
- Liaise effectively with parents, giving feedback and encouraging parents to support their children at home.
- Prepare and present informative reports to parents.

Fulfil wider professional responsibilities:

- Prepare and present displays of pupils' work.
- Undertake administrative duties such as letter writing and organisation of class events, including trips. This includes risk assessing events.
- Participate in activities relating to the wider school community, such as running a club, PTA events, sports days, productions, plays and concerts. This includes community events.
- Attend team and staff meetings as required.
- Be a mentor to student teachers as part of the role, when required.
- Undertake professional duties that may be reasonably assigned by the Headteacher.
- Support the development of a highly effective Key Stage team through effective systems: attend regular staff and phase meetings to ensure good communication, consistency in practice and good pupil progress.
- Assist pupils on arrival and departure from school.
- Liaise with and support parents, carers and family members.
- Supervise pupils as they move about the school between sessions.
- Supervise children at playtimes.

### Personal and professional conduct

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality:

- Follow and adhere to the vision, values and ethos of Sonning Church of England Primary School and The Keys Academy Trust.
- Follow the Code of Conduct as set out by Sonning Church of England Primary School, as well as in with the Teachers' Standards section and The Keys Academy Trust's document.
- Be responsible for ensuring that the school's Safeguarding and Child Protection Policy is adhered to and concerns are raised in accordance with this policy.

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- Set a good example in terms of dress, punctuality and attendance (including at school events and trips).
- Ensure that policies are translated into practice by the team and that you bring to the attention of the leadership team any policies which may need revisions or amendments.
- Take a lead in securing and embedding within your department the pastoral and behavioural support systems present in the school.
- Participate in regular team meetings with team members.
- Take assemblies where appropriate.
- Act as a mentor for new staff and visitors within your class.
- Liaise with colleagues to identify group and individual training needs and provide support for colleagues within your area of responsibility.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities:

- Read, understand and follow all policies, with particular emphasis on those relating to safeguarding, internet safety and conduct
- Maintain confidentiality for pupils (unless contravening a safeguarding rule), staff and other adults within the school community.

Teachers must be a beacon of professional conduct and support in the school and within the Trust:

- Be creative, warm, engaging and transparent.
- Be well organised, calm and positive.
- Be able to quickly engage and build appropriate relationships with children.
- Have high levels of emotional literacy.
- Be dependable and reliable.
- Be willing to go the extra mile, have high levels of stamina, energy and determination.
- Be an effective team member and a model of professionalism.
- Be flexible, resilient and be able to respond quickly to changes.

### **Administrative tasks:**

Teachers are expected to complete the following administrative tasks:

- Manage, monitor and account for any budget for your curriculum area
- Organise and monitor the use of resources
- Be responsible for the organisation, planning and evaluation of the school programmes for your subjects
- Be responsible for the organisation of all assessment tasks within your department.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation, extra-curricular and pastoral functions of the school.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and events with Trust schools.
- To organise and run transition sessions for prospective new entrants into the school.
- To contribute to the running of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- To take responsibility for own professional development and duties in relation to school policies and practices.
- To liaise effectively with all stakeholders.

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