



## **Job Description**

### **Class Teacher**

Responsible to Headteacher

#### **Purpose of the job**

- To carry out all duties and responsibilities of a teacher as outlined in the current national conditions of employment including:
- To maintain the positive ethos and promote the values of the school
- To plan and deliver effective lessons which deliver good progress and achievement for all pupils
- To be responsible for the pastoral wellbeing of pupils
- To build positive relationships with pupils, staff, parents and governors which support the work of the school
- To play a significant role in the life of the school and contribute to whole school development
- To provide a model of good practice for aspects of teaching and learning
- To contribute to raising achievement beyond your own class

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

#### **Main Roles and Responsibilities**

Paragraphs 1 to 8 below are a Main Pay Range Teachers Responsibilities as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document 2013, and as may be amended by subsequent Documents.

Main Pay Range teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher:

## **1. Teaching**

- 1.1 Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes;
- 1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- 1.3 Set and mark work to be carried out by the pupil in school and elsewhere;
- 1.4 Participate in arrangements for preparing pupils for external examinations.

## **2. Whole school organisation, strategy and development**

- 1.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- 1.2 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- 1.3 Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

## **3. Health, safety and discipline**

- 3.1 Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
- 3.2 Maintain good order and discipline among pupils in accordance with the school behaviour policy.

## **4. Management of staff and resources**

- 4.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- 4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- 4.3 Deploy resources delegated to you in accordance with school policies.

## **5. Professional development**

- 5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

## **6. Communication**

- 6.1 Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.

## **7. Working with colleagues and other relevant professionals**

- 7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.

- 7.2. Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

## **8. Fulfil wider professional responsibilities**

- 8.1. Make a positive contribution to the wider life and ethos of the school;

## **9. Upper Pay Range Accountabilities**

- 9.1. Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- 9.2. Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- 9.3. Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- 9.4. Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- 9.5. Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- 9.6. Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- 9.7. Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice

## **10.Additional Accountabilities for the Maximum of the Upper Pay Range**

In addition to the requirements of a Main Pay Range teacher and an Upper Pay Range teacher, teachers paid at the maximum of the Upper Pay Range are required to ensure that they:

- 10.1. Play a critical role in the life of the school.
- 10.2. Provide a role model for teaching and learning.
- 10.3. Make a distinctive contribution to the raising of pupil standards.
- 10.4. Contribute effectively to the work of the wider team.
- 10.5. Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

Teachers must have proper and professional regard for the ethos, policies and practices of Wiveliscombe Primary School, and maintain high standards in their own attendance and punctuality.

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

This job description does not define in detail all the duties/responsibilities of the post: teachers are also required to undertake any other reasonable tasks as directed by their line manager and, ultimately, the Headteacher. This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the postholder.