

## Every Child Matters



### Job Description

<b>SCHOOL</b>	<b>Sedlescombe Church of England Primary School</b>
<b>POST</b>	<b>Class Teacher</b>
<b>PAY RANGE</b>	<b>Main Scale</b>
<b>PURPOSE OF ROLE</b>	To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

#### Areas of Responsibility and Key Tasks:

##### **Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to a high standard and thereby achieve good or better progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- secure understanding of 'Assessment for Learning' strategies – learning objectives, learning outcomes, success criteria, self and peer assessment and questioning skills setting tasks which challenge pupils and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- identifying SEND or very able pupils and meeting their needs;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and home learning;
- using a variety of teaching methods to engage all children in all lessons;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support
- taking 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 literacy and numeracy;
- encouraging pupils to think and talk about their learning and develop the skills of peer and self assessment;
- Support pupils to develop self control and independence, concentration and perseverance, and listen attentively;
- use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;
- provide a happy, organised, stimulation and challenging learning environment.

#### **Respect for Everyone and Everything**

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## Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress in line with school policy
- assess and record pupils' progress systematically on school tracking and attainment charts in addition to keeping own records;
- ensure work is understood and completed, monitor strengths and weaknesses to inform planning, and recognise the level at which the pupil is achieving;
- undertake assessment of pupils, analyse data, as requested by senior Leadership Team, and prepare for Pupil Progress Meetings in line with school policy;
- use assessment data effectively to target interventions / deployment of additional adults and next steps in learning;
- prepare and present informative information, data and reports to parents in line with school policy.

## Curriculum Development

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development (for teachers who are not an NQT);
- To work with, support and achieve the targets in School Development and Ofsted Action Plans.

## Additional Duties:

- Contribute to whole school and Key Stage activities and FOSS events;
- Fully support the Christian life of the school; take part in and lead worship.

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 a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than headteachers contained within Parts XI and XII of the School Teachers' Pay & Conditions Document.

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_