

# POT KILN PRIMARY SCHOOL JOB DESCRIPTION

## Class Teacher

**Job Description** *inline with the Department for Education Teachers' Standards*

- **To set high expectations which inspire, motivate and challenge pupils**
- **To promote good pupil progress and outcomes**
- **To demonstrate good subject and curriculum knowledge**
- **To plan and teach well structured lessons**
- **To adapt to the strengths and needs of all pupils**
- **To make accurate and productive use of assessment**
- **To effectively manage behaviour and ensure a safe learning environment**
- **To fulfil wider professional responsibilities**
- **To demonstrate consistently high standards of personal and professional conduct**

### DUTIES

Under the direction of the Head Teacher and Deputy Head Teacher the class teacher will be responsible for the following main tasks and duties in accordance with the current Teachers' Pay and Conditions document.

#### **Teaching and Learning**

*Having regard to the curriculum for the school and with a view to promoting the development of the abilities and aptitudes of the pupils in any or group assigned to you.*

- Plan and prepare short, medium and long term schemes of work and lessons and to attend and contribute to year group planning meetings.
- Teach in accordance to the educational needs of the pupils assigned to you, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- Assess, record and report on the development, progress and attainment of pupils. Monitor children's progress, keep meaningful records and evaluate progress and performance.
- Teach within the framework of the school's policies and procedures.
- To plan and resource a classroom environment that will stimulate learning for all the pupils within the class or group.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Participate in arrangements for preparing pupils for tests, assessing pupils for the purposes of such tests, conducting tests and recording and reporting assessments.
- Promoting the general progress and well-being of individual pupils and of any class, or group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters and on their further education, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Making records of and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the school.

- Participating in meetings arranged for any of the purposes described above.
- To establish and maintain good relationships with children, staff and parents in line with the principles of inclusion.
- To participate in the school's arrangements in relation to the appraisal of your performance and that of other teachers.

### **Continuing Professional Development**

- To participate in the school's arrangements in relation to the appraisal of your performance and that of other teachers.
- To review from time to time your methods of teaching and programmes of work.
- Participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aim to meet the needs identified in appraisal objectives, or in appraisal statements.
- Participate in the arrangements for the supervision and training of a teacher serving an induction period.
- Advise and co-operate with the Head Teacher and other teachers, on the preparation and development of units of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Keep informed of the latest national/local developments in the field of education.

### **Discipline, Health and Safety**

- Maintain good order and discipline among pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

### **Staff Meetings**

- Participate in meetings at the school which relate to the curriculum for the school, or the administration, or organisation of the school, including pastoral arrangements.

### **Cover**

- Supervise and teach, and so far as is practicable any pupils whose teacher is not available to teach them. At Pot Kiln School every available opportunity will be used to ensure that class teachers do not cover other groups or classes except when there is no other option.

### **Subject Leadership**

- Accept responsibility for the development of the curriculum area undertaken.
- Act as a subject leader within the school, accountable for standards attained in the subject.
- To obtain information and provide support /advice on
  - i. Teaching methods and strategies
  - ii. Classroom organisation
  - iii. Resource provision relevant to the subject
- To identify training needs for self and other staff and report back to the Head Teacher and Senior Leadership Team.
- To provide staff training where appropriate.
- To review and develop schemes of work for the subject to include guidance on recommended resource usage, development of skills and understanding, teaching strategies, classroom organisation etc.
- To monitor and evaluate termly planning throughout the school to ensure continuity and progression in the subject and to provide feedback to staff and Senior Leadership Team.

- To monitor and evaluate curriculum delivery to ensure continuity and progression, through classroom observations, book looks, planning and pupil conferencing and providing feedback to the Senior Leadership Team.
- To monitor and evaluate teacher assessment records, providing feedback to staff and the Senior Leadership Team as well as the results of any standardised testing.
- To monitor and evaluate resources, identify resource needs, make annual bids and report on impact.
- To meet with the Governor's when required to feedback on the subject area in relation to standards, monitoring and evaluation, development and the subject action plan.
- To liaise with other schools to ensure consistency of content and delivery of the subject in the cluster schools.

## **Administration**

- Participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school. Attend assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

## **Working Time**

- A teacher employed full-time shall be available for work for 195 days in any school year, of which 190 days shall be on days when he is required to teach pupils in addition to other duties.
- Such a teacher shall be available to perform such duties at such times and places as may be specified by the Head Teacher, for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he is required to be available for work.
- Time spent travelling to and from the workplace shall not count against the 1265 hours.
- Such a teacher shall not be required under his contract to undertake midday supervision, and shall be allowed a break of a reasonable length either between school sessions or between 12 noon and 2.00pm.
- Such a teacher shall, in addition to the requirements described above, work such reasonable hours as may be needed to enable him to discharge effectively his professional duties. The amount of time required for this purpose beyond the 1265 hours referred to above and the times outside the 1265 specified hours at which shall be performed shall not be defined by the employer.

## **Guaranteed Planning and Preparation time**

- A teacher shall be allowed reasonable periods of time (PPA time) to enable them to carry out duties as previously described.
- PPA time shall amount to not less than 10% of the teacher's timetabled teaching time.
- PPA time shall be provided in periods of not less than half an hour during those parts of the school timetable in which pupils are taught the core and other foundation subjects or religious education.
- Such a teacher shall not be required to carry out any other duties, including the provision of cover during their PPA time.

*The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken and are not excluded simply because they are not itemised.*