



# Colnbrook C. of E. Primary School

## Job Description

### Class Teacher

**Grade:** MPS

**Main purpose of the post:** Be responsible for the learning and achievement of all pupils in agreed class and/or sets

#### Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

#### Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school
- Lead a curriculum area, taking responsibility for continuous improvement and development

### **Administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

### **Other**

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

### **Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

The class teacher will be expected to follow school policies and the staff Code of Conduct.

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation

in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust.  
 All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

## Personal Specification

<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>
Have qualified teacher status	X	
Evidence of successful teaching experience in the Primary and/or Foundation Stage, in post or on placement, and the potential to demonstrate outstanding classroom practice	X	
<b>SKILLS</b>	<b>Essential</b>	<b>Desirable</b>
Ability to develop and maintain good personal relationships with pupils, staff, parents/carers, Governors and the wider community and other professionals	X	
Ability to adapt to change	X	
Ability to create an appropriate and stimulating learning environment in which children can be autonomous learners	X	
Ability to work with, lead and motivate individuals and teams of staff	X	
Ability to communicate effectively	X	
Ability to raise achievement by use of assessment data analysis and target setting	X	
Ability to work under pressure and meet professional deadlines	X	
Ability to manage and resolve conflict	X	
Ability to deploy ICT effectively to promote learning and achievement	X	
<b>KNOWLEDGE</b>	<b>Essential</b>	<b>Desirable</b>
Thorough understanding of how children learn	X	
Understanding of the factors that impact on raising the achievement of children in the Primary sector	X	
Some awareness of current educational developments, initiatives and research relating to teaching and learning in the primary sector	X	

An understanding of managing planning, assessment and record keeping, and how these affect optimal pupil progress	X	
An understanding of the aims of a Church school	X	
<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to raising standards of attainment and equal opportunities across the school	X	
Commitment to maintaining strict confidentiality	X	
Passion for excellence and the ability to lead by example and encouragement	X	
Commitment to develop own knowledge, understanding and skills	X	
Enthusiasm, flexibility and sense of perspective	X	

**Signature of post holder:**

**Date:**

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**Signature of headteacher:**

**Date:**

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