



Christ Church C of E Primary School

Class Teacher

Job Description

Team Leader additions highlighted in section D

Statement of Primary School Role:

1. To carry out the duties of a school teacher as set out in the Schoolteachers' Pay and Conditions Document.
2. To teach a Year Group
3. To be responsible for the supervision of the work of classroom assistants relevant to their responsibility.

JOB DESCRIPTION

1. Role model the ethos and core values of our Christian school
2. The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

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

AREAS OF RESPONSIBILITY AND KEY TASKS

A PLANNING, TEACHING AND CLASS MANAGEMENT, TO:

Teach pupils by planning their teaching to achieve progression of learning through:

- To plan, implement and deliver an appropriate and effectively adapted curriculum for all pupils in their class.
- Identifying clear teaching objectives and specifying how they will be taught and assessed to ensure all pupils make good or better progress.
- Setting tasks which challenge pupils and contribute to raising standards of attainment
- Provide series of lessons which maintain pace, motivation and challenge.
- Ensure effective teaching and best use of available time and resources.
- To ensure a positive environment for learning which involves good behaviour management and positive classroom organisation and environment.
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- To provide enquiry based learning and make good use of questioning and feedback.
- To maintain an accurate register and work with school and families to encourage good attendance.
- Provide every child with the opportunity to reach their potential and meet high expectations.
- Ensure that outcomes in English and Mathematics are prioritised to prepare children well for their next phase of education.
- Ensure the teaching of RE is regarded as a core subject in line with the expectations of a faith school

B MONITORING, ASSESSMENT, RECORDING, REPORT – TO:

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching, using learning intentions, success criteria and feedback for pupils to take ownership of their learning.
- Mark and monitor pupils' work and identify next steps and targets for progress;
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses and use to inform planning and recognise the level at which the pupil is achieving.
- Set, mark and give feedback to homework.
- Provide regular feedback to families so that they can engage in their child's learning.

C OTHER PROFESSIONAL REQUIREMENTS – TO:

- Have a working knowledge of teachers' professional duties and legal liabilities;

- Operate at all times within the stated policies and practices of the school as approved by the Governors and Trust.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to coordinate the organisation and administration of the school.
- Take responsibility for their own professional development and duties, reflecting on practice, participation in peer coaching, training and support to improve performance.
- To work in partnership with parents and with outside agencies for the needs of children.
- To take responsibility for own appraisal and contribute to target setting.
- To work cooperatively as part of a phase team including planning work for support staff, moderating, reviewing teach and learning.
- To take an active role as curriculum leader.

D ADDITIONAL EXPECTATIONS FOR MIDDLE LEADERS – TO:

- *Take responsibility for leading a specified area of the school and provide the senior leadership team and school Governors with regular monitoring information and an annual report on progress.*
- *Develop leadership and management skills within the school and provide support for the senior management team; being directly responsible to the Headteacher and Governing Body.*
- *Support school leadership in maintaining positive behaviour throughout the school; resolving disputes and challenges from pupils, assisting and guiding families, supporting colleagues. Manage situations independently in line with the school behaviour policy, recording details and informing senior management at the earliest opportunity.*
- *Be a strong advocate for change and a champion for school improvement.*
- *Ensure you keep up to date with current developments and disseminate information as appropriate*
- *Consistently achieve high standards of teaching and learning, establish good working relationships and act as a role model for other members of staff to secure and sustain effective teaching and learning within their area of responsibility.*
- *To lead, develop and enhance the teaching practice of others by evaluating, supporting, guiding and target setting.*
- *Monitor progress and evaluate the effects of teaching and learning within their area of responsibility linked to the school monitoring policy.*
- *Contribute to the faith life of the school, wider community and parish by leading faith activities and organising events linked to the liturgical calendar of the church.*
- *Oversee the induction process of new members of staff*
- *Effectively deploy people and resources in line with the school's strategic plan and financial context.*
- *Plan, organise and chair relevant team meetings and lead on operational and organisational team activities.*
- *Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management*
- *Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments*

Member of staff:

Headteacher:

Date: