

# Carr Mill Primary School

## Job Description

**JOB TITLE:** Class Teacher (Maternity Cover)

**GRADE:** MPS-UPS3

**PRINCIPAL PURPOSE:**

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and ensure delivery of high quality teaching and learning for which the teacher is accountable.

**DIRECTLY RESPONSIBLE TO:**

Headteacher and Governors

**1. Planning, Development and Co-ordination**

- To set challenging teaching and learning objectives which are relevant to all pupils' in their classes
- To use teaching and learning objectives to plan lessons and sequences of lessons showing how this will assess pupils learning. (including EYFS where appropriate)
- To select and prepare resources, and plan for their safe and effective organisation, taking into account pupils' interests and their learning needs, language and cultural backgrounds, with the help of support staff where appropriate.
- To contribute to teaching team, meetings and events.
- To plan for the deployment of any support staff who are contributing to pupils' learning.
- To plan opportunities for pupils to learn in out of school contexts.
- To produce long and short-term planning in accordance with school policy and procedures and within required deadlines.
- To implement and review the subject development plan in conjunction with the Senior Management Team and/or line manager.
- To develop and audit schemes of work and other documentation related to the use of (subject to be agreed) within school and to support cross-curricular delivery including subject support for colleagues to enable curriculum requirements to be met. (including EYFS where appropriate)
- To develop strategies for the use of (subject to be agreed) to promote new teaching methods and improve learning throughout the school and monitor their effectiveness in raising standards of teaching and learning.
- To lead or contribute to professional development activities as part of the planned programme for the school and to promote the sharing of good practice.
- To manage the resources available for (subject to be agreed) and make recommendations in order to maintain and develop curriculum provision. (including EYFS where appropriate).

## 2. **Monitoring and assessment**

- To make appropriate use of the school's monitoring and assessment strategies to evaluate pupils' progress towards planned learning objectives. (including assessments against the EYFS, where appropriate)
- To use monitoring and assessment information to improve planning and teaching.
- To monitor and assess the effectiveness of learning activities and provide immediate and constructive feedback to support pupils' as they learn.
- To involve pupils' in reflecting on, evaluating and improving their own performance and progress.
- To assess pupils' progress accurately against appropriate standards.
- To identify and support pupils' with differing levels of ability and those experiencing behavioural, emotional, and social difficulties.
- To identify the levels of attainment for pupils' learning English as an additional language and identify learning activities to provide cognitive challenge as well as language support.
- To record pupils' progress and achievements systematically, providing evidence of the range of their work progress and attainment over time to inform planning.
- To report on pupils' attainment to parents, carers, other professionals and pupils' as appropriate.

## 3. **Teaching and Class Management**

- To have high expectations of pupils and build successful relationships centred on teaching and learning.
- To establish a purposeful learning environment where diversity is valued and where pupils' feel safe, secure and confident.
- To teach and required or expected knowledge, understanding and skills relevant to the curriculum for pupils' in their age range.
- To teach clearly structured lessons or sequences of work which interest and motivate pupils, make learning objectives clear, employ interactive teaching methods and collaborative group work.
- To promote active and independent learning that enables pupils to think for themselves and to plan and manage their own learning.
- To differentiate teaching to meet the needs of pupils of all ability ranges taking into account varying interests, experiences and achievements of boys and girls and different cultural and ethnic groups to help them make good progress.
- To organise and manage teaching and learning time effectively.
- To organise and manage the physical teaching space, tools, materials, texts and resources safely and effectively with the help of support staff where appropriate.
- To set high expectations for pupils' behaviour and establish a clear framework for classroom discipline in line with school policy to anticipate and manage pupils' behaviour constructively and promote self-control and independence.
- To use ICT effectively in delivery of teaching and learning.
- To take responsibility for teaching a class or classes over a sustained and substantial period of time.

- To provide homework and other out-of-class work which consolidates and extends work carried out in the class and encourages pupils' to learn independently.
- To work collaboratively with other professionals and manage the work of support staff to enhance pupils' learning.
- To recognise and respond effectively to equality issues as they arise in the classroom and challenging stereotyped views, bullying and harassment in accordance with school policy and procedures.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To attend and participate in regular meetings.
- To participate in training, continuous professional development and other learning activities as required including participation in the school's performance management arrangements.

4. The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

5. This job description will be kept under review and may be amended via consultation with the individual, Governing Body and Headteacher if required. Trade union representation will be welcomed in any such discussions.

## 6. **Teaching**

- Plan and teach lessons and sequences of lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work. (including EYFS where appropriate)
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.

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

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such ways as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

### **Health, safety and discipline**

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

### **Management of staff and resources**

- Direct and supervise support staff assigned to them and where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

### **Professional development**

- Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff.

- Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction.

**Communication**

- Communicate with pupils, parents and carers.

**Working with colleagues and other relevant professionals**

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

**You agree to take an active part in the life of the school and ensure that everyone in the school community, visiting agencies, visitors and friends are treated with care and respect in accordance with the schools Mission Statement – ‘Working Together, Shaping Our Future’**

Signed

Teacher

Signed

Headteacher

Date