St Giles CE Primary School
Job Description

'Bringing out the best in every child'

CLASS TEACHER

This post is subject to the current conditions of employment for class teachers contained in the School Teachers' Pay and Conditions Document (STPCD), the School Standards and Framework Act 1998, the required standards for Qualified Teacher Status, and other current education legislation.

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

Job Purpose

To fulfil the professional responsibilities of a teacher as set out in the School Teachers' Pay and Conditions Document and to meet the expectations outlined in the Teachers' Standards Keeping, working in accordance with the school's policies and under the direction of the Head of School.

Areas of Responsibility & Key Tasks

a) Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of all pupils
- Identifying clear objectives, considering how they will be taught and assessed;
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for statutory assessments
- Make good use of formative and summative assessment, and record keeping, to 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
- Direct and supervise support staff assigned to the class, and where appropriate, other classes
- Deploy resources effectively and

b) Health, Safety & Discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively and in line with school policy and procedures to ensure a positive and safe learning environment
- Encourage pupils to think and talk about their learning, develop self-control supported by the Zones of Regulation, and promote a growth mindset including independence, persevere and active listening

c) Whole-school Organisation, Strategy and Development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school

- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Have lead responsibility for a subject or aspect of the school's work, where appropriate, and develop plans which identify clear targets and success criteria for its improvement

d) Professional Development

- Engage fully in the school's appraisal process, using it as an opportunity to reflect on practice, set ambitious goals and take ownership of professional growth.
- Actively pursue high-quality professional development opportunities to continually improve teaching, learning and outcomes for pupils.
- Contribute to the appraisal and professional development of colleagues, where appropriate, through coaching, mentoring and sharing effective practice.

e) Personal and Professional Conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, including health and safety, confidentiality and data protection, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Communicate effectively and develop professional relationships with pupils, parents and carers, colleagues and governors
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

f) Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding leads (DSLs) to promote the best interests of pupils, including reporting any safeguarding concerns promptly in line with school procedures
- Promote the safeguarding of all pupils in the school

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.

Signed: ……. Reviewee

Signed: ……. Reviewer

Date: …….....