

FALLA PARK COMMUNITY PRIMARY SCHOOL

JOB PROFILE

CLASS TEACHER

Job Title: Class Teacher/Subject Leader
Responsible to: Head Teacher and designated Line Manager

The job profile identifies the responsibilities attached to your post. It is subject to the limits on working time set out in the Teachers' Pay and Conditions Document. This job profile is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with yourself.

MAIN DUTIES AND RESPONSIBILITIES AS A TEACHER

Areas of Responsibility and Key Tasks – Planning, Teaching and Class Management

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

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge children and ensure high levels of interest and motivation
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Identifying SEN, More Able, Pupil Premium, LAC and EAL children
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Making effective use of assessment and ensure coverage of national curriculum
- Ensuring effective teaching and best use of available time
- Maintaining good behaviour standards in accordance with the school's procedures
- Encouraging good practice with regard to punctuality and attendance

Using a variety of teaching methods to:

- Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
- Use effective questioning, listen carefully to children, give attention to errors and misconceptions
- Select appropriate learning resources and develop self learning and study skills through library, ICT and other sources
- Ensure children acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Continuously evaluate own teaching critically to improve effectiveness
- Ensure the effective and efficient deployment of classroom support to enhance learning

- Take account of children's needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy
- Encourage children to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively
- Use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning

Monitoring, Assessment, Recording, Reporting

- Have a good knowledge of assessment procedures
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Continuously assess children's work and set SMART targets for progress
- Assess and record children's progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the child is achieving
- Follow school procedures for assessing children
- Prepare and present informative reports to parents

The Role of Pastoral Class Teacher

The pastoral element of class teaching is a key role of monitoring children's progress and supporting all members of the class in making progress commensurate with their ability. The main responsibilities are to assist in raising the level of performance of all children by:

- Being aware of the strengths and needs of each child
- Monitoring and providing appropriate advice and guidance on individual children's progress in respect to attendance, homework, behaviour
- Promoting high standards of behaviour, appearance and attitudes to work
- Communicating effectively with staff and parents to achieve the targets set for each child
- Promptly completing administrative tasks relating to the class

Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships with other staff and set a good example through their personal and professional conduct
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school

Cont'd

- Take responsibility for their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents, governors and the wider school community
- Take on any additional responsibilities which might from time to time be determined

Curriculum Development/Subject Leader

- Have responsibility to contribute towards school curriculum and develop plans which identify clear targets and success criteria for its development and/or maintenance
- Contribute to the whole school's planning activities
- Lead and develop a cohesive and effective action plan in conjunction with the National Curriculum
- Monitor standards of teaching and learning in the subject area
- Lead assessment in your subject for whole school, groups and individuals
- Disseminate information to staff and provide INSET to promote staff development and improve teaching and learning
- Maintain up to date knowledge of local and national initiatives by attending relevant courses and undertaking personal research
- Support, motivate and advise staff in the development of their classroom practise

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

Signed: _____

Signed (Head Teacher): _____

Date: _____