

# **St. Andrew's Church of England Primary School**

## **JOB DESCRIPTION**

### **Class Teacher**

#### **Exercise of General Professional Duties**

To promote and support the Christian ethos of the school by carrying out the professional duties of a classroom teacher as circumstances may require - under the reasonable direction of the senior leadership team, including the Head Teacher.

The following duties shall be deemed to be included in the professional duties which a school teacher may be required to perform-

#### **Teaching**

- Planning and preparing sequences of lessons that include effective assessment for learning.
- Teaching, according to their educational needs, the pupils assigned to him/her.
- The setting and marking of work to be carried out by the pupil in school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.

#### **Other Activities**

- Foster the growth of the whole child, spiritually, intellectually, socially, emotionally and physically.
- Promote the achievement and well-being of individual pupils assigned to him/her.
- Provide guidance and advice to pupils on educational and social matters and keep relevant records and reports.
- Make records and reports on the personal and social needs of the pupils.
- Communicate effectively and efficiently with parents.
- Communicate and co-operate with Governors and /or partners outside of school.
- Promote Equal Opportunities throughout all aspects of school life
- Set appropriate standards of dress, language and behaviour

#### **Assessment and Reports**

- Mark/give feedback, in a timely manner, on work set in school and for homework so the learners know how to improve.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Assess, record and report on the development, progress and attainment of pupils on at least a termly basis
- Set personal targets for pupils based upon prior attainment and discuss with pupils and parents
- Make accurate and productive use of assessment when planning and delivering lessons
- Participate in arrangements for preparing pupils for end of year assessments, as appropriate, and administer these in accordance with whole school requirements
- Record and report on assessments in line with the school's termly schedule

### **Behaviour, Health and Safety**

- Manage behaviour effectively and in line with school policy to ensure a good and safe learning environment both on and off site
- Seek approval from the Head Teacher for all offsite visits and complete the appropriate risk assessments in advance
- On a daily basis ensure teaching resources, learning environment and storage of equipment is managed to ensure children are not put at risk
- Maintain good order and discipline among the pupils utilising systems set up in the school
- Safeguard their health and safety and those of their pupils both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

### **Subject Leaders (not applicable to NQTs)**

- Know the standards and quality of practice in their subject of responsibility through regular book scrutiny, learning walks and gathering of assessment data
- Ensure appropriate and sufficient resources are available in all key stages
- Contribute to the professional development of other teachers and non-teaching staff
- Implement an annual subject action plan and hold a subject knowledge staff meeting
- Update subject specific policy to reflect current practice
- Prepare a written standards report for the Governing Body annually

### **Meetings**

- Participate in meetings, such as staff meetings, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
- Participate in meetings arranged for any of the above purposes.
- Attend statutory moderation and offsite INSET, at the request of the Head Teacher
- Communicate and consult with the parents of pupils within the school day and at Parents' Evenings

### **Management**

- Co-ordinate and manage own work
- Take part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

### **Administration**

- Participate in administrative and organisational tasks related to such duties as are described above, including the supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- Attend assemblies, registering the attendance of pupils and supervising pupils whether these duties are to be performed before, during or after the school sessions.

### **Accountability and Performance**

- Participate in performance management and regularly review own practice, setting personal targets and taking responsibility for own professional development
- Take responsibility for performance and act on feedback provided from line manager and colleagues
- Attend relevant training as requested to update knowledge and skills