

## **Holy Trinity CE Primary School**

### **Class Teacher**

### **Job Description**

**Post title:** Full time KS1 / KS2 Class Teacher

**Salary:** TMS

**ECTs are welcome to apply**

**Responsible to:** Headteacher and Governing Body

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

## **1. JOB PURPOSE**

- To carry out the professional duties of a class teacher as set out in the current School Teacher's Pay and Conditions Document, in accordance with the school's policies under the direction of the Head teacher.
- To contribute to raising standards of pupil attainment.
- To play a full part in the life of the school community.
- To be committed to supporting the Christian ethos and values through our school and curriculum.

## **2. CORE REQUIREMENTS OF THE POST**

- To teach the National Curriculum
- To teach according to the educational needs of the children including the planning, preparation and assessment of the work to be carried out by them.
- To set and maintain high expectations for good behaviour and discipline for the class and share and support general whole school maintenance of the behaviour and discipline policy.
- To ensure Safeguarding and Health and Safety policies are observed.
- To support and work within the Christian ethos of the school.
- To take pastoral responsibility for the pupils in the class and liaise with their parents/carers.
- To work closely with and support colleagues in the team and school.
- To maintain good punctuality, planning, marking feedback, record keeping, classroom organisation and communication.
- To maintain an inspiring and creative learning environment and contribute towards the wider school learning environment.

### 3. PLANNING, TEACHING AND CLASS MANAGEMENT

- To identify clear teaching objectives for pupils specifying how they will be taught and assessed using the school's agreed format.
- To set appropriate/differentiated tasks that challenge pupils and ensure high levels of interest.
- To identify and support SEND and Academically More Able pupils.
- To be responsible for planning engaging lessons including awe and wonder moments.
- To use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.
- To encourage pupils to think and talk about their learning
- To support children in developing the school's core Learning Values of **Perseverance, Aspiration, Respect and Teamwork** and the ability to meet and overcome challenges.
- To write and keep records, ILPs, annual reports, targets and assessments.
- To liaise with colleagues regarding pupils' progress and needs especially at times of transfer.
- To evaluate own teaching critically and use this to improve own effectiveness.
- To fulfil the requirements of Appraisal and Continued Professional Development.

### 4. MONITORING, ASSESSMENT, RECORDING AND REPORTING

- To assess and record pupils' progress systematically and monitor pupil progress to inform future planning.
- To report pupil attainment and progress to the school's leadership on a termly basis, following the school's agreed procedures.
- To follow the school's procedure for developmental marking.
- To assess and report on pupil attainment and progress to parents during consultation evenings.
- To report to Governors and staff as required.

## 5. OTHER PROFESSIONAL REQUIREMENTS

- To set a good example to pupils and colleagues in presentation and personal conduct.
- To endeavour to give every child the opportunity to reach their potential and meet high expectations.
- To establish and nurture effective relationships with a range of stakeholders.
- To attend and participate in INSET days, staff meetings and planning meetings.
- To work to and achieve any set deadlines.
- To take part in community, PTA and Locality events, to support the school profile and ethos
- To lead a subject area (if not an ECT) and ensure progression of skills and knowledge in that subject across the school; monitor pupil progress and learning, providing support for colleagues

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 the Headteacher, to undertake work of a similar level that is not specified in this job description.