

Crosshall Junior School Academy Trust

Job Description: Class Teacher

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

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

Areas of Responsibility and Key Tasks

Planning teaching to achieve progression in students' learning through:

- identifying clear teaching and learning objectives, success criteria and specifying how they will be taught and assessed;
- planning the learning journey for each module of learning;
- setting tasks, including home learning, which challenges students and ensures a high level of interest;
- setting appropriate and demanding expectations for students' learning, motivation and presentation of work;
- setting clear targets building on prior attainment;
- identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the SEND;
- making effective use of all assessment tools when planning lessons;
- planning opportunities to contribute to students' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development;
- the deployment of teaching assistants to target specific learning needs.

Teaching and Class Management to:

- establish and maintain a safe and purposeful working environment which supports learning and in which students feel secure and confident;
- set high expectations for students' behaviour, establishing and maintaining a good standard of behaviour management through well-focused teaching and through positive and productive relationships;
- provide clear structures for lessons maintaining pace, motivation and challenge for all students.

Use a variety of teaching methods

- (i) to structure information well, including outlining content and aims and summarising key points as the lesson progresses
- (ii) to instruct, demonstrate and give accurate, well paced explanations using appropriate vocabulary
- (iii) to use effective questioning, listen carefully to students, give attention to errors and misconceptions

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- select appropriate learning resources and develop study skills through the Library, IT and other sources;
- ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- critically evaluate teaching to improve effectiveness.

Monitoring, assessment, recording, reporting to:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching by amending planning;
- mark and monitor students' work and set challenging targets for progress;
- assess and record students' 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 student is achieving;
- prepare and present informative reports to parents.

Staff meetings to:

- participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Administration to:

- participate in administrative and organisational tasks related to Key Stage Two tests;
- attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.

Teachers are not routinely required to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgement.

Other professional requirements to:

- 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 and set a good example through presentation and personal and professional conduct;
- contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors as necessary;
- carry out other duties as reasonably required by the Head Teacher.

Performance Management

- Teachers must participate in arrangements made in accordance with the regulations for the appraisal or review of performance and that of other teachers.