



Job Description and Particulars of Appointment

Details of Post

- Title: Class Teacher, 1 day per week, Fixed Term
- School: St Thomas & St Anne's CE Primary School
- Salary Range: MPS

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of Post

- provide teaching and learning across the school which enables every pupil student a high-quality education which promotes the highest possible standards of achievement
- provide an outstanding model of classroom practice
- to ensure effective education for all pupils/students
- to ensure the continuous improvement in teaching and learning
- to work within the framework of National legislation, Local Authority policies and guidelines, and School policies
- to demonstrate high moral, confidence and high standards of personal integrity, loyalty, discretion and professionalism.

Statutory Responsibilities

The main statutory teaching duties as outlined in the School Teachers' Pay and Conditions Document (STPCD) (these are optional to include)

- plan and teach lessons to the classes to which you are assigned to teach within the context of the school's plans, curriculum and schemes of work
- assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- participate in arrangements for preparing pupils for statutory assessments
- contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's vision and values
- work with others on curriculum and/or pupil development to secure co-ordinated outcomes
- promote the safety and well-being of pupils
- maintain good order and discipline among pupils
- direct and supervise support staff assigned to you and, where appropriate, other teachers.
- deploy resources delegated to you.
- participate in arrangements for the appraisal and review of your own performance
- participate in arrangements for your own further training and professional development.
- communicate with pupils, parents and carers

- collaborate and work with colleagues and other relevant professionals within and beyond the school.

Key Accountabilities

1. Vision for the School

Working under the direction of the Headteacher to:

- follow the vision and values and agreed strategic development of the school
- embrace the shared learning culture and positive climate through team and individual participation
- follow the vision, purpose and leadership of this Church school by providing inspiration, motivation, and support for all pupils/ students, and their parents
- follow the Christian ethos of this Church school by ensuring teaching and learning empowers pupils/students to achieve their highest potential.

2. Teaching and Learning

- ensure effective teaching, setting, assessment and feedback of appropriate classwork and homework in line with the Schemes of Work provided by the Subject Co-ordinator /Headteacher
- plan and deliver differentiated work suitable to challenge all pupils/students in every teaching group, with particular reference to students with Pupil Support Plans (PSPs)
- contribute to the monitoring of the quality of teaching and learning by tracking pupils'/ students' progress, attainment and achievements, including the analysis of performance data in line with the school policy
- ensure every individual child has access to high quality teaching and learning
- ensure a consistent and continuous approach to pupils'/students' achievement in terms of monitoring, evaluating, benchmarking pupil/student attainment and progress, and tackling underperformance
- follow the school's Christian code of behaviour to promote and secure outstanding teaching, effective learning and high standards of achievement, as well as promoting and securing good behaviour and discipline
- ensure a full account of the attendance/ absence of pupils/students in all lessons for which they have a responsibility
- ensure the good order, appearance and discipline of all pupils/students within and beyond the classroom in accordance with school policy
- liaise with the Headteacher regarding pupil/student whose progress is the cause of some concern
- plan and deliver appropriate opportunities to contribute to pupils/students' spiritual, moral, social and cultural development
- ensure appropriate preparation of pupil/students to undertake statutory assessments
- develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display and high standards of achievement, behaviour and discipline
- promote the vision and values of the school with support staff on a day-to-day basis in the classroom
- have an overview of the whole school curriculum, continuing to implement the National Curriculum review
- take responsibility for the pastoral care of pupils/students, including involvement with outside agencies when necessary
- co-ordinate and oversee the organisation of an extra-curricular activity(ies)

- ensure detailed records are made of the prior attainment and target levels / grades / outcomes for each child in each class responsible for and the ongoing recording of performance against these measures
- ensure clear, accurate and informative reporting to parents, whether oral or written, on pupil/students' attainment, progress and achievements
- planning, teaching, assessing subject areas taught, reporting and taking part in the writing of annual reports to parents
- liaise with and between pupil/ student, families, staff and outside agencies as appropriate to support learning and personal wellbeing.
- sustain effective positive working relationships with all staff, pupils/students, parents and governors and the local community, and provide and sustain motivation

3. Subject Leadership (if appropriate)

- lead by example as a teacher and as a subject leader with high standards of pupil/student attainment, behaviour and motivation through effective teaching
- develop and implement curriculum projects across the school and within the classroom
- contribute to the creation, review and implementation of curriculum policies
- take responsibility for the development and monitoring of a curriculum area(s) as agreed with the Headteacher
- review long term planning of a curriculum area(s) to ensure coverage, sequencing and progression throughout the school
- ensure the detailed knowledge and understanding of the Schemes of Work and Assessment Criteria for all classes responsible for
- establish good relationships, encourage good working practices and support other teachers and support staff
- plan, organise and lead staff meetings as/when appropriate
- lead staff in development activities, delegate appropriately and evaluate outcomes
- contribute to evidence-based, research-led improvement plans and policies that promote continuous school improvement
- contribute to the review, implementation, development and monitoring of whole school policies which promote the school's vision, values and objectives

4. Self-Development

- regularly review own practice, set personal targets and take responsibility for own development
- be proactive in participation in school-based INSET and meetings and externally provided CPD opportunities
- participate positively in the review of own performance; accept guidance, identify how to contribute personally to raising achievement further, and act upon it
- participate in training as directed by the Headteacher/Governing Body/Local Authority/DfE

5. Strengthening the School and Community

- support school positive changes for challenging prejudice
- work with other agencies in which the school has collaborated with to secure pupil/ student and community needs are met
- support and develop links created with other schools, educational institutions and the wider community, including business and industry, to enhance teaching and learning and pupils'/students' personal development
- support and develop links made with other Governors, LAs and neighbouring schools
- maintain strong partnership with parents to support and improve pupils'/students' achievement and personal development

- support and develop close working relationships made with partner schools and other educational partnership
- support and develop links made with partner primary and secondary schools and the Church.

6. Securing Accountability

- follow school systems and policies and contribute as requested to reports, especially in relation to statutory external requirements such as for Ofsted
- follow school procedures and direction for self-evaluation and engage in processes to improve underperformance, taking responsibility for outcomes
- follow school policies, systems, organisation and processes, including those relating to health & safety responsibilities and the Equality Act 2010.

7. Safeguarding

- follow school safeguarding policies and procedures
- take responsibility for keeping up to date about national safeguarding requirements
- ensure appropriate Child Protection Plans are completed, reviewed and monitored in accordance with school policy
- report any concerns to the Designated Safeguarding Lead/Headteacher.

8. Data Protection

- Follow school policy and procedure in relation to data protection legislation including the General Data Protection Regulations (GDPR).

9. Other Duties

- Any other duties that the Headteacher feels is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Review & Signatures

This job description is subject to review by the Headteacher in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**