

Job Description

Post: Class Teacher

Grade: MPR / UPS

Responsible to: Head teacher

Liaison with:

- Senior Leadership Team
 - Teaching Staff
 - Teaching Assistants
 - Admin
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Principle Roles:

Job Purpose

Ensuring that all primary pupils attain to their potential through the effective delivery of a high quality programme of teaching and learning from EYFS – Year 6

Main Responsibilities and Duties

1. Teaching

- Plan work in accordance with EYFS/Primary National Curriculum schemes of work and programmes of study.
- Identify clear learning objectives and specify how they will be taught and assessed.
- Take account of students' prior levels of attainment and use them to set targets for future improvements.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Ensure coverage of EYFS/Primary Curriculum.
- Set appropriate and demanding expectations for children's learning, behaviour and presentation of work.
- Maintain good discipline by adherence to the advice given to staff in the staff handbook and relevant policies.
- Work in collaboration with Teaching Assistants and other attached adults to any teaching group. Ensuring there is a caring and professional relationship adopted by all, all the time.
- Set work for children absent from SVPS for health or disciplinary reasons.
- Evaluate own teaching on an on-going basis to improve its effectiveness.
- Plan and lead memorable experiences for the children in your class and throughout the year.

2. Assessment, Recording and Reporting

- Assess how well learning objectives have been achieved and use outcomes to adapt teaching accordingly.
- Provide quality marking feedback and identify clear targets for future learning as appropriate.
- Carry out assessment cycles (e.g. collection of effort and attainment assessments, reports) as agreed by SVPS.
- Attend the appropriate parents' evenings to keep parents informed as to the progress of their child.
- When required, produce Termly Progress Cards to keep parents informed of their child's progress.

Swindon Village Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment

- Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and Disability needs and keep appropriate records on Individual Education Plans for children in a secure but accessible place in the classroom.

3. Pastoral Work

- Be the first point of contact for parents of children.
- Attend, and when required lead, assemblies and actively assist in the supervision of children.
- Monitor (and set targets for) the social and academic progress of individuals in the class.
- Promote good attendance and monitor in accordance with the SVPS attendance policy.

4. Professional Standards

- Support the values of SVPS to promote a 'learning community' by using displaying the 3Bs at all times.
- Treat all members of the SVPS community, staff and children, with respect and consideration;
- Treat all children fairly, consistently and without prejudice.
- Set a good example to children in terms of appropriate dress, standards of punctuality and attendance.
- Promote the aims of SVPS by attendance at, and participation in events such as open evenings, FOSVPS school events (as appropriate to individual responsibilities);
- Support the ethos of the school by upholding the behaviour policy, uniform guidance etc...
- Take responsibility for own professional development and participate in staff training when provided.
- Reflect on own practice as well as the practices of others within SVPS, with aim of improving all that we do.
- Participate in the management of SVPS by effective participation in various team and staff meetings.
- Undertake duties as prescribed within SVPS policies.
- Ensure that all deadlines are met as published in the SVPS calendar.
- Undertake professional duties that may be reasonably assigned to by the Headteacher and/or line manager.
- Be proactive and take responsibility for matters relating to health and safety.

Additional duties

- Promote and safeguard the welfare of all pupils at SVPS.
- Ensure a high standard of care for pupils is consistently maintained.
- Act as a role model for members of staff and pupils.
- When required, assist with the supervision of pupils out of lesson time, including before school, break-times and, when required, at lunchtime.
- Offer during and/or after school enrichment clubs for at least two terms out of the three.
- Attend training and personal development opportunities – insets/twilights/online etc.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision.
- In an emergency to accompany a child or children to hospital or designated surgery when requested by the Headteacher or designated representative.

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- Undertake any other reasonable duties assigned by the Line Manager or Headteacher.

Special Conditions

The post holder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the School as identified within the School Development Plan [SDP] and in consultation with the post holder.

Having read and understood the job description above, I accept this as a reflection of the job for which I am being employed.

Head Teacher / Line Manager

Date

Print:

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Signature:

Post-holder's signature

Date

Print:

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Signature: