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**Garstang Community Primary School**

**Mainscale Teacher**

**Job Description**

**Job Title:** Class Teacher

**Salary Grade:** Mainscale Pay Spine

**Accountable to:** The Headteacher

**Staff Responsible for:** You will be responsible for directing the work of teaching assistants within the classroom, students, work experience volunteers and parent helpers.

You are required to carry out the **general duties** of a school teacher as set out in the Schoolteachers' Pay and Conditions Document and with regard to the Teacher Standards 2012. In discharging this responsibility you will be expected to work in accordance with the requirements of the Conditions of Employment of Schoolteachers, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the governing body.

You are required to carry out such **particular duties**, which form part of the STPCD document, which the Headteacher may reasonably direct from time to time.

**Planning, Teaching and Classroom Responsibilities**

Teach allocated pupils by planning teaching to achieve progression of learning through:

* having due regard to the requirements of the National Curriculum, the School’s Aims and Schemes of Work;
* identifying clear learning objectives and specifying how they will be taught and assessed;
* planning and setting tasks which challenge all pupils and ensure high levels of engagement;
* setting appropriate and demanding expectations;
* setting clear targets, building on prior attainment;
* identifying SEN or very able pupils and meeting their needs;
* providing clear structures for lessons maintaining pace, motivation and challenge;
* making effective use of assessment and ensuring coverage of the curriculum;
* ensuring effective teaching and best use of available time;
* monitoring and intervening to ensure sound learning and discipline;
* using a variety of teaching strategies to:
1. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
2. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
3. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
* ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the area of learning being taught;
* creating a stimulating classroom and school environment that encourages learning;
* being aware of the personal and social needs of the pupils in their class;
* liaising and communicating effectively with other teachers and professionals with whom they come into contact;
* managing and supervising the work of classroom assistants in their class;
* evaluating their own teaching critically to improve effectiveness;

**Monitoring, assessment, recording, reporting**

* assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
* mark and monitor pupils' work and set targets for improvement;
* assess and record pupils' progress systematically by keeping records to check work is understood and completed; by monitoring strengths and weaknesses; by ensuring assessment informs future planning and by recognising the levels at which the pupils are achieving;
* prepare and present informative reports to parents.

**Other professional requirements**

* 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 their presentation and personal and professional conduct;
* endeavour to give every child the opportunity to reach their potential and meet high expectations;
* contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate 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;
* have the ability and willingness to lead an area of the curriculum
* be willing to provide an extra-curricular activity for pupils
* take on any additional responsibilities which might from time to time be determined.

**Key responsibilities and duties of a subject leader**

* Provide an example of excellence as an outstanding classroom practitioner who inspires and motivates other staff, and to have a significant impact on the educational progress of pupils in subject.
* Work with SLT to secure and sustain high expectations and excellent practice in teaching and learning throughout the school.
* Lead professional development through example and support, and co-ordinate the provision of high quality professional development for staff. Lead staff meetings regularly to ensure the high profile of your subject.
* To monitor coverage and progression throughout school.
* Monitor the quality of teaching and learning and share judgements with teachers and support staff as appropriate.
* Conduct regular monitoring activities such as analysis of assessment data where available, lesson observations, planning scrutinies, book scrutinies, questionnaires, professional conversations with staff and pupils, ensuring that feedback is evaluative and secures teaching strategies which bring about further improvement.
* Ensure that teachers are aware of the need for inclusion of all pupils and groups and make provision for this in their planning.
* Support teachers in planning and teaching appropriate strategies, using coaching and lesson study as a tool.
* Encourage pupils’ motivation and enthusiasm, developing positive responses to challenge and high expectations (using BLP strategies)
* Promote your subject through regular display and through contributions to school communication systems.
* Engage parents in their children’s learning through sharing good practice, leading awareness sessions, ensuring they are kept up to date with current strategies.
* Co-ordinate and implement enhancement activities such as themed days/weeks to further develop curriculum provision throughout school.
* Keep up to date with curriculum development.
* Evaluate and report to governors on the effectiveness of practice, analysis of results, suggesting areas and issues for further development.
* Use finance and resource management innovatively and effectively

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

Garstang Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.