

**Job Description - Class Teacher**

Longton Primary school is a place where everybody matters. A place where everybody can enjoy equal and quality life chances and be respected in their communities.

Longton Primary is a place where the following values are lived by children and staff:

* Respect
* Determination
* Loyalty
* Honesty
* Friendship
* Responsibility
* Love

Alongside our aims of: CARE, GROW and SHINE!

**JOB PURPOSE**

This appointment is with the Governors of the school under the terms of the national contract with the Local Authority as employers. To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the head teacher. It is subject to current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document and other current educational employment legislation. It is a given expectation that our teachers fulfil the national teaching standards.

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. When they walk through the door they always have a sunny disposition. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils. It is important that our teachers embrace change and are creative in their thoughts to further improve the school.

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

**AREAS OF RESPONSIBILITY AND KEY TASKS**

**Set high expectations which inspire, motivate and challenge pupils**

* establish a safe and stimulating environment for pupils, rooted in mutual respect
* set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
* demonstrate consistently the positive attitudes, values and behaviour which are expected for pupils
* set appropriately demanding expectations of pupil’s learning, motivation and presentation of work.
* Establish fair, respectful, trusting, supportive and constructive relationships with children.
* evaluate your performance and be committed to improving through appropriate professional development
* Have a true belief and link teaching in to Growth Mindsets
* Develop pupil voice
* Make time to speak and listen to children

**Promote good progress and outcomes by pupils**

* be accountable for pupils’ attainment, progress and outcomes
* plan teaching to build on pupils’ capabilities and prior knowledge
* guide pupils to reflect on the progress they have made and their emerging needs
* demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
* encourage pupils to take a responsible and conscientious attitude to their own work and study
* Ensure you are meeting the needs of pupils with special educational needs and disabilities (SEND) and the more able child
* **Believe in every child and not cap learning**

**Demonstrate good subject and curriculum knowledge**

* have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils’ interest in the subject, and address misunderstandings
* demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
* demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher’s specialist subject
* if teaching early reading, demonstrate a clear understanding of systemic synthetic phonics
* if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies
* Understand pupils' perceptions and misconceptions reflected in their questions and responses.

**Plan and teach well structured lessons**

* impart knowledge and develop understanding through effective use of lesson time
* promote a love of learning and children’s intellectual curiosity
* set homework and plan other out-of-class activities to consolidate and extend knowledge and understanding pupils have acquired
* reflect systematically on the effectiveness of lessons and approaches to teaching
* contribute to the design and provision of an engaging curriculum within the relevant subject area(s)
* To implement and deliver an exceptional broad, balanced, relevant, inspiring and challenging curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.
* Plan their teaching to achieve optimum progression and mastery in pupil’s learning.
* Identify clear teaching objectives and content, appropriate to the subject matter and the pupils being taught, and specify how these will be taught, assessed and how this will impact on future planning.
* Setting tasks for the whole class, individuals or groups which challenges pupils and ensures high levels of interest
* To direct and supervise the work of Assistant Teachers in the classroom
* To use a variety of a delivery methods appropriate to students’ learning styles and the varying demands of curriculum
* Use assessment information to diagnose children’s needs and plan future teaching

**Adapt teaching to respond to the strengths and needs of all pupils**

* know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
* have a secure understanding of how a range of factors can inhibit pupils’ ability to learn, and how best to overcome these
* demonstrate and awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils education at different stages of development
* have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use them and evaluate distinctive teaching approaches to engage and support them.
* To teach pupils in their assigned group according to their educational needs, including the setting and marking of work to be carried out but the pupils in school and elsewhere.
* Liaise with the special educational needs coordinator (SENCO) regarding SEND provision for individual pupils.

**Make accurate and productive use of assessment**

* know and understand how to assess the relevant subject and curriculum areas, including statutory requirements
* make use of formative and summative assessment to secure pupils’ progress
* use relevant data to monitor progress, set targets, and plan subsequent lessons
* give pupils regular feedback, both orally and through accurate marking and encourage pupils to respond to feedback
* facilitate, support, monitor and assess the overall progress and development of a class of children and plan for effective future learning.
* To assess progress, development and attainment of pupils and keep such records as are required by the school’s systems.
* Use the data to inform teaching such as girl and boys, SEND, more able, gaps in knowledge

**Manage behaviour effectively to ensure a good and safe learning environment**

* have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s behaviour policy
* have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
* manage classes effectively, using approaches which are appropriate to pupils’ needs in order to involve and motivate them
* maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
* to foster a learning environment and educational experience which provides children with the opportunity to strive towards their individual potential.
* To provide a positive and safe learning environment, encouraging high standards in attendance, punctuality, presentation of work and relationships.
* Fostering positive relationships and implementing the school’s behaviour policy.
* Ensure PSHE policy and practice is applied weekly.
* Teach and employ the independence of resilience

**Subject Leadership**

* To lead an area of the school curriculum which may be a core subject area, including ensuring a relevant and appropriate curriculum policy is produced and reviewed, according to the school’s schedule, and is complimented by associated schemes of work ( not applicable to NQT’s)
* To write, carry out, monitor and evaluate an annual, research informed subject improvement plan.
* To monitor and evaluate learning within the curriculum area in line with the school’s monitoring cycle. This will include work sampling, planning checks, lesson obs, termly govs updates, pupil and staff interviews, data analysis, curriculum coverage etc.
* To collate, analyse and evaluate information relating to the standards achieved in the curriculum area for presentation to the leadership team and Governors.
* To audit resources in the curriculum area.
* To secure and allocate the resources necessary to deliver the curriculum area(S) within an allocated budget.
* To monitor, advise, support and challenge other members of staff on the content and delivery of the curriculum area(s)
* To identify and secure provision of appropriate in service professional development in relation to the curriculum area, with the support of the Leadership Team.
* To contribute to the formulation and evaluation of the school’s assessment practice in relation to the area(s) of the curriculum for which lead responsibility is held.
* To support and adhere to the school’s quality assurance procedure
* Ensure learning Is not capped

**Fulfil wider professional responsibilities**

* make a positive contribution to the wider life and ethos of the school
* develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
* deploy support staff effectively
* take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
* to share in the development of the school curriculum, teaching materials, teaching programmes, methods of teaching and assessment and their review.
* to support and contribute to the school’s responsibility for safeguarding children.
* communicate effectively with parents with regard to pupils’ achievements and well being
* to co-operate and liaise with other professionals, including fellow staff and colleagues from external agencies (for example, specialist teachers from LA support services, health professionals and social workers).
* Have a commitment to collaborative and co-operative working.
* To contribute to the spiritual, personal, social, health and enterprise education of pupils according to the school policy.
* To actively engage in performance management
* To contribute to the formulation and implementation of the Schools Improvement Plan and associated action plans, as appropriate
* To attend almost all PTFA events
* To actively pursue own personal and professional development
* To be actively involved in consuming and conducting educational research. Provide learning experiences for the children that reflect the process of creating and deepening knowledge in learning activities that mirror research procedures and activities.
* Keep the website sections up-to-date at all times - class blog, subject area and other specified responsibilities up to date.
* To follow and actively promote the school’s policies
* To comply with the health and safety policy and undertake risk assessments as appropriate.
* Any duties which may from time to tie reasonably be required by the Head Teacher.
* Act as an exceptional role model for pupils and other staff, through personal and professional conduct.
* Provide coaching and mentoring for less experienced teachers, as well as advice and support for new staff members.
* Contribute to the development, implementation and evaluation of school policies and procedures.
* Assist the headteacher with timetable planning.
* Lead assemblies on a very regular basis

**Personal and Professional Conduct**

* **Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:**
* treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
* showing tolerance of and respect for the rights of others
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
* ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law
* achieve equal opportunities in the way you deliver services to the community and in our employment arrangements and to understand and promote this policy in your work.
* Have a responsibility for your own health and safety and that of others when carrying out duties and must help us to apply our general statement of health and safety policy.
* **Remain upbeat and positive with a can do attitude each and every day.**
* **Believe in every child, never give up on them – find a way!**

**Teachers must have proper and professional regard for ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality**

**Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities**

Employees be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of the School Teachers' Pay and Conditions Document and other current legislation. It is expected that teachers will always meet the standards set out in the teaching standards.

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

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Teachers name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_

Headteacher name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_

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