



## Carnforth Community Primary School

<b>Post Title:</b>	<b>Class Teacher</b>
<b>Salary Grade:</b>	<b>Teachers' Pay Scale</b>

<b>Accountable to:</b>	The Headteacher
<b>Staff responsible for:</b>	You will be responsible for directing the work of support staff within the classroom, student teachers, work experience volunteers and parent helpers.

### **Core Purpose:**

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 Teaching Standards 2014.  
You are additionally required to work within Lancashire County Council's HR policies.

### **Areas of responsibility and key tasks:**

#### **1. Planning, teaching, assessing and class management to:**

- Provide a stimulating and organised classroom to enhance independent learning and pupils personal organisation skills.
- Identify clear teaching objectives and specifying how they will be taught and assessed.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Effectively utilise support staff to carry out designated activities.
- Set tasks which challenge pupils and ensure high levels of interest and ensure coverage of agreed programmes of study.
- Evaluate and reflect on teaching and learning to improve effectiveness.
- Make effective use of assessment – including AfL, marking and summative - in line with the assessment policy.
- Identify pupils with special educational needs, gifted and able children and children at risk
- Promote positive behaviour based on the school's Behaviour Policy; monitor and intervene to ensure sound learning and discipline.

#### **2. Monitoring, assessment, recording, reporting to:**

- Mark pupils' work in line with the school's marking policy and set targets for progress.
- Assess and record pupils' progress systematically in line with the assessment policy, and use this to inform planning, recognising the level at which the pupil is achieving and to identify and manage in class intervention groups.
- Prepare and present informative written and oral reports to parents.
- Complete agreed targets as part of Performance Management cycle to support the School Improvement Plan.

#### **3. 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 professional conduct.
- Have a commitment to inclusion and endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Have a commitment to teaching the curriculum that the school operates.
- Contribute to the corporate life of the school through effective participation in meetings and management systems such as school development planning.
- Take responsibility for personal professional development, including active participation in performance management / appraisal.
- Liaise effectively with parents and governors.
- Determine resource needs of class in consultation with subject leaders.
- Develop aspects of citizenship issues including British Values and the school values.
- Consider life/work balance issues, and seek support and advice through the school, the authority and union if appropriate
- Take on any additional responsibilities which might from time to time be determined through mutual discussion.