



Class Teacher

Job description

Post title: Class Teacher with Year Group Leader and Core subject responsibilities

School: William Torbitt Primary

Responsibilities:

The post holder will be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

Main Aspects of the Job Role:

- To be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.
 - To be responsible and accountable for achieving the highest possible standards in work and conduct.
 - To treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
 - To work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
 - To act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*.
 - To take responsibility for promoting and safeguarding the welfare of children and young people within the school in accordance with the school's Safeguarding policy.
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Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the school.

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils' you teach.

- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn.
- Have a clear understanding of the needs of all pupils, including those with SEND; higher achievers; EAL; issues surrounding well-being/ social and emotional, and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English throughout all subjects that you teach and whilst on the school premises.
- Set homework and plan other out-of-class activities / trips to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.

Assessment

- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress and plan subsequent lessons.
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect 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.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*.

Safeguarding

- Be responsible for promoting and safeguarding the welfare of all children, especially those who are vulnerable and have additional needs.
- Be familiar with and have read Part 1 of KCSIE September 2020, and adhere to the school's agreed policy and procedures for child protection.
- Pass on any concerns about a child to the DSL or the Deputy DSL at the earliest opportunity.

- Be compliant with all agreed procedures in line with the school's COVID risk assessment.

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document and the COVID Risk assessment.

Year Group Leader

- To ensure that there is consistency of teaching, and high standards of learning throughout the school in the Year Group you lead
- To co-ordinate the sharing of best practice across the school
- To use coaching and mentoring to enable all staff in their Year Group to be their best
- To effectively use Lessons Learned in line with SLT direction
- To model lessons, team teach and plan, where necessary, with all teachers across the Year Group (in own classroom and in others)
- To promote effective pedagogy across the Year Group in line with Teaching and Learning policy
- To play a key role in supporting, guiding and motivating staff.
- To lead a Year Group to ensure outcomes and progress from previous key stages are enhanced and improved
- To lead through example in creating a climate where distributive leadership is encouraged, regardless of position within the school structure.
- To regularly check and review planning produced by staff in Year Group
- To have a clear understanding of pupil data and the need for target setting and accountability
- To ensure no pupil is left behind through careful and regular interrogation of data
- To conduct lessons visits looking at teaching and learning, evaluate progress towards targets to inform future strategic direction.
- To contribute towards the School Improvement Plan carrying out Year Group SEFs (where applicable) and work logs
- To lead, manage and support staff on a day-to-day basis and to ensure school policies and procedures are implemented.
- To take a lead role in ensuring the transition for children, between Year Groups is a positive experience.
- To ensure children are assessment ready
- To be the named link between school and outside agencies for your Year Group.
- To organise and co-ordinate termly trips for your Year Group.
- Lead celebration assemblies for your key stage
- To support with providing work in the absence of a teacher in their Year Group
- To contribute to the spiritual, moral and social, cultural, mental and physical development of pupils.

- To provide/organise continuing professional development opportunities as required in liaison with the SLT.
- To attend trips and visits as necessary
- To lead a 30 minute weekly booster
- To hold Year Group meetings in line with the annual overview to discuss issues and development points
- To provide regular systematic feedback to individual teachers and SLT
- To carry out any other duties in relation to this position as directed by the Executive Head teacher or Head of School

Teaching & Learning Responsibility

- To ensure that there is consistency of teaching, and high standards of learning throughout the school in the subject(s) you lead.
- To develop the teaching and learning of the subject area(s) and coordinate the development of cohesive and effective long term and medium-term plans across all year groups, from EYFS to Year 6.
- To support staff to ensure their medium-term plans reflect the key elements of the National Curriculum and William Torbitt Schemes of Work
- To support, motivate and advise staff, and work alongside them in the development of their classroom practice, where appropriate
- To review, monitor and evaluate current practice (including policies) and provide feedback to the Senior Leadership Team;
- To lead by example, through exemplary classroom practice; taking a leading role in promoting high expectations to raise standards in your subject area(s) across the school
- To disseminate information to the staff, and provide INSET to promote staff development and improve classroom practice;
- To maintain an up-to-date knowledge of local and national initiatives, by attending relevant courses and meetings
- To ensure up to date knowledge of new curriculum initiatives
- To manage the resources for your subject, ensuring staff have what they need to be able to effectively teach the curriculum
- To budget for the subject(s) ensuring the curriculum can be delivered and that the School Improvement Plan can be delivered
- Manage the allocated budget
- To contribute towards the School Improvement Plan carrying out Annual Action Plan and requesting additional funding for new or additional projects/resources
- To collect assessment data and analyse to find trends and areas for development
- To promote positive relationships with parents through organising meetings and being available to listen to their concerns
- To integrate school and local policies on equal opportunities into the agreed subject/area and implement support or change where appropriate
- To maintain an electronic subject leader's file to provide evidence on standards
- To write an annual SEF (updated termly)
- To lead a weekly club relating to your subject
- To report to Governors termly
- Lead assemblies to promote your subject
- To carry out any other duties in relation to this position as directed by the Head of School

Make a positive contribution to the wider life and ethos of the school

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher.
- Have a flexible approach towards your duties in accordance with the needs of the school.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your performance management.
- Proactively participate with arrangements made in accordance with the Appraisal Regulations.

Probation:

As part of our induction process, we have a six-month probationary period for all staff.

Regulated Activity:

The new definition of regulated activity (i.e., work that a barred person must not do) in relation to children comprises, in summary:

- i. unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children
- ii. work for a limited range of establishments ('specified places'), with opportunity for contact: e.g., schools, children's homes, childcare premises. Not work by supervised volunteers.

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