Parkhill Infants' School

Class Teacher – Job Description

Job title	Class Teacher		Grade	MPS
School	Parkhill Infants' School			
Reports to	Headteacher			

Purpose of job

The teacher will:
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Main duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work

- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment

- Adapt teaching to respond to the strengths and needs of pupils

- Set high expectations which inspire, motivate and challenge pupils

- Promote good progress and outcomes by pupils

- Demonstrate good subject and curriculum knowledge

- Participate in arrangements for preparing pupils for external tests

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision

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

- Work with others on curriculum and pupil development to secure co-ordinated outcomes

- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils

- Ensure a safe learning environment

- Create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline

Professional development

- Take part in the school's appraisal procedures

- Take part in further training and development in order to improve own teaching

- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school

- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

- Take up the opportunity for continuous professional development through self-directed reading, research-informed practice, courses, school to school support and in-service training

- Safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers

- Contribute to the recruitment and professional development of other teachers and support staff

- Deploy resources delegated to them

- Promote the care of resources, equipment and materials and encourage children to develop independence and become responsible for their own learning

Other areas of responsibility

- Maintain a high standard of display both in the classroom and in other areas of the school

- To undertake any other reasonable and relevant duties in accordance with the changing needs the school

Job descriptions are not exclusive or exhaustive and the nature of the position entails that the postholder may be required to carry out additional duties as reasonably required. This job description will be reviewed annually as part of appraisal, or more frequently, if necessary. It may be amended at any time after consultation with the Headteacher and postholder.

Signed   Date