

Gordon Primary School

Job Description: Main Pay Scale (Class Teacher)

Name

Salary Scale

Main Pay Scale (M1-M6/UPS1-3)

Responsible to

Headteacher

Line managed by

Phase Leader

Purpose of Job

1. To carry out the duties of a school teacher as set out in Part XII, paragraphs 71-76 (inclusive) of the 2015 School Teachers' Pay and Conditions Document.
2. To understand and meet the Teacher Standards
3. To undertake any other particular duties reasonably assigned by the Head teacher.
4. To promote the vision, aims and values of the school and to contribute to their development.

Main activities

1. To teach a class at any level throughout the school.
2. To be a committed and active member of the staff team and school community.
3. To share the planning within a specified year group and to prepare and evaluate activities that lead to the effective education of the pupils in your charge, through half-termly, weekly and daily plans, for all areas of the national curriculum and RE.
4. To teach, according to the educational needs, the children assigned to you, including the setting and marking of work to be carried out by the children and set realistic targets for their future development
5. To liaise effectively with appropriate teachers when providing cover for your class, including supply cover for course attendance and PPA release.
6. Assess, record and report on the development, progress and attainment of pupils
7. To implement all school policies and promote equal opportunities for all.

Achievement of pupils

1. To be committed to the maintenance of high standards and equality of education throughout the school.
2. To maintain effective and up to date records of pupil progress and well-being of the assigned class, including groups and individual pupils, using OTrack, teacher assessment and any other agreed system.
3. Have an up to date knowledge and understanding of the assessment requirements and arrangements for the curriculum areas and age group you teach.

Teaching and Learning

1. Plan and teach well-structured lessons
2. Demonstrate good subject and curriculum knowledge.
3. To become a member of a curriculum development team as part of the planned programme of professional development meetings.
4. Plan for and participate in arrangements for your further training and professional development as a teacher

Behaviour and safety

1. Manage behaviour effectively to ensure a good and safe learning environment, supporting whole school procedures, especially those in your care.
2. Have a knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies
3. Safeguard the health and safety of pupils and self both on site and when engaged in authorised school activities off site in accordance with health and safety regulations

Professional responsibilities

1. Provide reports and records on the educational and social / behavioural needs of individual children (with the support of the Inclusion leader where appropriate).
2. Communicate effectively with colleagues and co-operate and work as a member of a team where appropriate, including deploying support staff appropriately.
3. Communicate and consult with parents of children in the class through formal and informal meetings, before, during and after school.
4. To participate fully in the school self-evaluation process including lesson observations and other appropriate evaluative activities (such as work and planning samples, moderation etc).
5. To play a full part in the life of the school, including staff meetings and briefings, INSET, assemblies, liaising with key stakeholders and school policy making.

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the headteacher and postholder.

Signed:

Date: