St. John’s C of E Primary and Nursery School

KS2 CLASS TEACHER (M2-M4) - JOB DESCRIPTION

Responsible to: Headteacher, Deputy Headteacher, Key Stage Leader, Governors

Key Relationships: All staff, pupils, parents/carers and Governors

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school’s articles of government.

Teach in accordance with the ethos, Mission Statement, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.

# This job description may be amended at any time following discussion between the Headteacher/Team leader and member

Areas of responsibility and key tasks:

# A Planning

Plan teaching to achieve progression in pupils’ learning through:

* identifying clear teaching and learning objectives and specifying how they will be taught and assessed
* setting tasks, including homework, which challenge pupils and ensure a high level of interest
* setting appropriate and demanding expectations for pupils’ learning, motivation and presentation of work
* setting clear targets building on prior attainment
* identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the Code of Practice
* making effective use of assessment information when planning lessons
* planning opportunities to contribute to pupils’ English and Mathematics, and to their personal, spiritual, moral, social and cultural development
* the use of Teaching Assistant time as appropriate.

# B Teaching and Class Management

* establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident
* set high expectations for pupils’ behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
* provide clear structures for lessons maintaining pace, motivation and challenge
* use a variety of teaching methods to:

(i) structure information well, including outlining content and aims and summarising key points as the lesson progresses

(ii) instruct, demonstrate and give accurate, well paced explanations using appropriate vocabulary

(iii) use effective questioning, listen carefully to pupils, give attention to errors and misconceptions

* select appropriate learning resources and develop study skills through library, ICT and other sources
* ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
* critically evaluate teaching to improve effectiveness

# C Monitoring, assessment, recording, reporting - to:

* assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
* mark and monitor pupils’ work and set targets for progress
* assess and record pupils’ progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
* prepare and present informative reports to parents

# D 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 their presentation and personal and professional conduct
* endeavour to give every child the opportunity to reach their potential and meet high expectations
* contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
* take responsibility for their own professional development and duties in relation to school policies and practices
* liaise effectively with parents and governors as necessary
* in addition to carry out other duties as reasonably required by the Headteacher.

**E Subject Leadership (where appropriate)**

* Provide strategic direction and development of the subject within the context of the school’s

aims and policies; subject leaders develop and implement subject policies, action plans, targets and practices

* Secure and sustain effective teaching of the subject, evaluate the quality of teaching and

learning standards, the pupils’ achievement and set targets for improvements

* Provide for all those involved in teaching or supporting the subject, the guidance, challenge,

information and development necessary to sustain motivation and secure improvement in

teaching

* Identify appropriate resources for the subject and ensure that they are used efficiently,

effectively and safely

* Contribute to the School Development Plan and work with senior leaders to meet SDP

targets

* Liaise with Governors, community partners, borough staff and outside agencies
* Attend cluster meetings and other appropriate INSET as directed by the Head teacher
* Promote your curriculum area by entering competitions, organising extracurricular activities,

clubs, awareness days/ weeks, booking visitors and educational visits

