



# Ashwell Primary School

*Shaping futures: Together we learn, care and grow*

## Class Teacher (MPS) Job Description

Name:	
Salary Range:	Main Pay Scale (M1-6)
Contract Type:	
Hours:	
Reporting to:	Headteacher / Deputy Headteacher (SENCO) / Phase Leader

### **Main Purpose:**

The Teacher will:

- ✓ Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD)
- ✓ Meet the expectations set out in the Teacher's Standards
- ✓ Fulfil duties reasonably directed by the Headteacher

*N.B. The duties listed below are not an exhaustive list of requirements.*

### **Key responsibilities**

#### **Planning, Teaching, Assessment & Expectations:**

- ✓ Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder
- ✓ Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum
- ✓ Plan rich experiences and opportunities that enable children to deepen their current learning and development
- ✓ Provide stimulating learning opportunities through child initiated and teacher led activities
- ✓ Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources
- ✓ Set appropriate and demanding expectations for pupils' learning and motivation. Have a clear understanding of the next steps in pupils' learning, building on prior attainment
- ✓ Identify pupils who have special educational needs and know where to get help to give positive and targeted support. Implement and keep records on SEN Support Plans
- ✓ Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
- ✓ Assess how well learning objectives have been achieved and use this assessment for planning next steps in pupils' learning
- ✓ Assess, monitor, record and report on the learning needs, progress and achievements of pupils
- ✓ Participate in arrangements for preparing pupils for examinations.

#### **Relationships with parents and carers**

- ✓ Prepare and present informative oral and written reports to parents to outline the development, progress and attainment of the pupils
- ✓ Recognise that learning takes place outside the school context and encourage good links between home and school

#### **Whole-school organisation, strategy and development:**

- ✓ Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- ✓ Make a positive contribution to the school's vision and values
- ✓ Work with others on curriculum and/or pupil development to secure coordinated outcomes.

#### **Health and Safety:**

- ✓ Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- ✓ Promote the safety and wellbeing of pupils
- ✓ Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

**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
- ✓ Supervise Teaching Assistants and Learning Support Assistants allocated to the class
- ✓ Supervise work experience students and volunteers as required.

**Management of staff and resources:**

- ✓ Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- ✓ Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- ✓ In collaboration with others, create and maintain an inspiring and well organised learning environment
- ✓ Monitor quality and standards of resources delegated to them.

**Professional development:**

- ✓ Take part in the school's appraisal procedures
- ✓ Take part in further training and development to improve own teaching and overall performance
- ✓ Where appropriate, take part in the appraisal and professional development of others.

**Communication:**

- ✓ Communicate effectively with pupils, parents / carers, colleagues, wider school community and governors.

**Strategic leadership for class teachers (not ECTs):**

- ✓ Take responsibility for the management and development of one or more areas of the school's curriculum. This will include:
  - monitoring quality and standards
  - contributing to school planning and self-evaluation
  - providing professional support to other teachers and support staff
  - advising the headteacher on appropriate resources and materials
  - leading appropriate professional development.
- ✓ Contribute to the whole school improvement plan.

**Entitlements:**

- ✓ Annual Performance Appraisal Review with dedicated line manager.
- ✓ Training and Development within the school's INSET programme for personal and school development.
- ✓ Professional support from the Headteacher, SLT and other members of staff.
- ✓ 10% Planning, Preparation and Assessment (PPA) time

**In addition, EQTs are entitled to:**

- ✓ 10% extra non-contact time than other classroom teachers in the first year
- ✓ 5% extra non-contact time than other classroom teachers in their second year
- ✓ A named mentor to meet and discuss progress with regularly, in timetabled time
- ✓ A structured early CPD programme, delivered either by the school or by an ECF provider, which is based around the ECF content, in timetabled time
- ✓ Two formal assessment points the end of terms 3 and 6, plus informal assessment points in other terms
- ✓ A 'no surprises' approach to assessments – the early career teacher's performance should be discussed regularly by the mentor and the teacher

*ECT Appointments - All newly qualified teachers must demonstrate that they meet the QTS standards and the core standards by the end of their induction period.*

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*