

Goldfield Infants' and Nursery School



JOB TITLE: CLASS TEACHER

REPORTS TO: HEADTEACHER

TEACHERS' PAY SCALE: MPS/UPS

Teachers conditions of employment

- All teachers work within the framework of national legislation and the contractual Duties of a Teacher on Main Professional Grade as set out in the Conditions of Employment of School Teachers
- To agree and work within Goldfield Infants' and Nursery School Policies and Guidance with regard to the curriculum and organisation of the school (policies can be amended at any time during the school year).
- To agree and work within the National and LA policies as adopted by the School Governors with regard to equal opportunities/inclusion.

Tasks and duties

Teaching and learning

- Be responsible for implementing the National Curriculum and EYFS Curriculum
- To prepare and produce plans of appropriate work (in accordance with school policies e.g. Teaching and Learning) and to meet the needs of all pupils
- To promote the principles of Building Learning Power (BLP) in all lessons
- To lead a subject or subjects, co-ordinate and promote its development throughout the school.
- To use formative assessment to develop appropriate planning
- To collect and analyse summative data
- To maintain a stimulating classroom environment
- To ensure IT is embedded in all curriculum subjects, both in the planning and delivery
- To work constructively to achieve the understanding and support of parents in the life and work of the school.
- To plan for learning in the outside environment
- To plan and supervise school trips and visits that support the curriculum
- To effectively lead and deploy support staff in their work with the children, maximising impact upon progress and attainment.
- To implement the school behaviour code and its related strategies (in line with school policies and procedures). Goldfield adopts the 'therapeutic approach' to behaviour management within the Hertfordshire Steps program. Physical intervention must be in line with this policy (no lap sitting or restraining of children outside of this guidance). Children are treated with respect at all time, training will be provided.

Record keeping/Assessment/Reporting

- To maintain (through planning) records of teaching and learning
- To maintain assessment records for pupils in your class and submit progress data when required
- To prepare end of year reports for all pupils taught along with termly BLP overview reports

- To prepare for and attend Parent Consultation evenings or Learning Journey meetings in the Foundation Stage and Open Evening.
- To set and review targets with the Headteacher to maintain progress for pupils

Leadership/Professional Development

- To take on the role of a subject leader (not NQTs)
- To be aware of current educational thinking and practise by attending training
- To participate in the appraisal cycle with the Headteacher
- To attend and lead weekly staff meetings and Inset Days
- To read and respond to information within weekly Headteacher Updates

Supervisory duties

- To be responsible for a playtime and lunch duty once a week
- To supervise own class during a wet break time
- To supervise the admission and going home of children at the beginning and the end of the day
- To be present in the classroom at least 10 minutes before the official start and finish of session times to meet with parents as needed
- To play a role in supervising clubs and activities organised by the FROGS
- This job description does not prescribe the use of directed time
- Modifications to this job description may be made by the Head Teacher or may be sought by the post holder at any time when it may become necessary or desirable

UPS Progression

Teachers on the upper pay scale can be expected to make a particular contribution to building team commitment in line with National Skills Level Descriptors, and to meet expectations for the role; as set out in the schools Pay and Appraisal Policy.

In particular, teachers at UPS will:

- provide a role model for professional practice in the school
- make a distinctive contribution compared with other teachers
- contribute significantly to the wider team and to the school community.

Leadership and Management at UPS (essential at UPS 3)

Standards

- To promote collaboration and work effectively as a team member (P9).
- To contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback (P10).

Performance Expectations

- To provide an exceptional role model for students and other staff, through personal and professional conduct, that stands out even amongst post-threshold teachers.
- To lead through day-to-day practice, outstanding quality of teaching.
- To undertake a significant professional development activity that makes a measurable impact on student progress at the school.
- To show a consistent track record of parental involvement and satisfaction.

- To coach and train post-threshold and other teachers to help them become more effective in their teaching.
- To help post-threshold and other teachers to evaluate the impact of their teaching on raising students' achievements.
- To support and monitor teachers whose performance needs to improve.
- To willingly play a role in the development of school policies and in the professional life of the school.
- To recognise the vital importance of out-of-school and extra-curricular activities, both academically and personally, and play a leading role here and in the wider life of the school.
- To work to significant effect with other adults in ensuring high quality education for the students they serve.

Specific Areas of Responsibility

- *To be completed as part of the appraisal cycle*

All pay related progression is subject to successful Appraisal, meeting National Teaching Standards and Career Related Expectations.

The description as set out above should be interpreted as the minimum required. It would be expected that the Post Holder would contribute much to the life of the school. You are invited to use your initiative to improve the quality of education received by the children.

Safeguarding and Health & Safety – all staff and pupils must be aware of the safe use of resources and take appropriate safety measures regarding materials/apparatus where/when necessary including formal risk assessment procedures where necessary. Safeguarding documents must be read and signed annually. All staff participate in induction and need to be familiar with school policies and procedures published on the website www.goldfield.herts.sch.uk and the schools network.

Signed.....
 Date.....
 Head Teacher

I acknowledge that I have seen and received a copy of the above job description

Signed..... Date.....
 Teacher