Stoke Mandeville Combined School

Job Description for the post of Class Teacher

All teachers should:

1. **Plan and set high expectations:**
    - Set clear targets for pupils' learning, building on prior attainment.
    - Identify clear learning and teaching objectives, lesson structures, sequences and content appropriate to the subject matter and the pupils being taught.
    - Identify pupils who have special educational needs and the more able and plan for their needs appropriately.
    - Implement and keep records on all pupils including those with Individual Education Plans or provision maps.
    - For a class share position or PPA cover, liaise closely with other class teachers to ensure continuity in planning, classroom management, care of children and pupil progress.
    - For PPA cover, plan units of work that will be taught.

2. **Teach and manage pupil learning, behaviour and welfare:**
    - Teach a programme of work and monitor the progress and welfare of all children in the class.
    - Ensure effective teaching of whole classes, groups and individuals so that teaching and learning objectives are met and best use is made of teaching time.
    - Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning, clear presentation and good use of resources.
    - Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive, caring and productive relationships.
    - Manage the classroom to create an efficient and attractive learning environment.

3. **Carry out assessments and evaluations:**

    - Assess how well learning objectives have been achieved and use this assessment for future teaching.
    - Mark and monitor pupils' class and homework providing constructive oral and written feedback in accordance with school policy and set targets for pupils' progress.
    - Record pupil progress and provide timely assessments to inform school tracking records.
    - Alert the SENCO to any child with special educational needs and work with the SENCO as necessary to develop an appropriate programme.

4. **Develop positive relationships with parents and the wider community:**
    a. Meet with parents during all termly consultation appointment times.
    b. Liaise with parents to enable and encourage their involvement and support.
    c. Establish effective working relationships with professional colleagues. Liaise with other teaching staff, associate staff, educational support services and other agencies as necessary.
    d. Prepare and present informative National Curriculum reports to parents.

5. **Be responsible under the guidance of the Headteacher for an area or areas of the Curriculum or whole school focus. This responsibility may include:**
    a. Support for planning, recording and assessment in line with school policy to ensure progression and continuity.
    b. Monitoring and evaluating children's progress indicated by planning, lesson observation, work scrutiny and assessment data.
    c. Keeping up to date with current thinking by attending courses, reading and sharing with staff all significant developments.
    d. Reviewing and updating resources.
    e. Promoting the focus or curriculum area within the school and across the curriculum.

6. **Maintain a commitment to continuing professional development.**
    a. Keep yourself informed about the National Curriculum, the Primary National Strategy and related Assessment and record keeping materials and processes.
    b. Attend school INSET days as required.
    c. Be open to monitoring of teaching and be prepared to evaluate your own teaching critically. Use this to further develop effectiveness.
    d. Understand professional responsibilities in relation to school policies and practices.
    e. Seek opportunities for further professional study whenever appropriate and keep records of courses attended.

7. **Make a positive and significant contribution to whole school life**
    a. Attend school educational events as requested, take shared responsibility and support colleagues as appropriate.
    b. Be involved in the wider roles of the school such as school fetes and PTA events when possible.
    c. Set a positive example to pupils in their presentation and personal conduct.
    d. Offer support and guidance to colleagues, assisting in the development and maintenance of a whole school approach which affects staff and children of the school.
    e. Share in the responsibility for the care, discipline, support and development of all children within the school.

8. Carry out Statutory Duties

a. Be punctual and prepared to work hours as indicated in 1265 hours including INSET days as specified by Headteacher.

b. Have a legal responsibility to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions at work. Co-operate fully with the Headteacher and the County Council in Health and Safety matters.

c. Have a responsibility for reporting any hazard or defect found in their workplace or in their system of work to their Line Manager for action and where reasonably practicable take immediate action to render the hazard permanently or temporarily safe.

d. Undertake any other duties, not specified here, which the Headteacher might reasonably require.