



Class Teacher Job Description Pay Scale MPS

Responsible to: Headteacher

Reviewed by: Headteacher

Job description last review: Sept 2024

All adults working with children have a commitment to inter-agency working and are fully versed in the school's safeguarding policies and procedures

Reports To

- Head
- Is ultimately responsible to the Headteacher
- Is performance managed by the Headteacher

Role Purpose:

At College Town Primary School all post holders are required to be "Leaders of Learning". By this we mean that the learning of all pupils and the progress they make as learners is at the core of all we work to achieve. We expect all staff to promote the highest quality learning through the expectations they set, the way in which they undertake their responsibilities as set out in this job description, the professional challenge they provide to all and the respect they show to everyone within our learning community – pupils, parents, governors and staff. All staff are required to model the learning behaviours they promote in pupils and to take responsibility for leading their own professional and personal development.

As class teacher you are required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions document, the required standards for Qualified Teacher Status, other current educational legislation including relevant Education Acts and the school's Articles of Government.

Ten percent release of teaching time will be given to fulfil these responsibilities (PPA time). It is the teacher's responsibility to plan how to spend this time in order to fulfil their professional responsibilities. Additional dedicated leadership time will also be available by negotiation and subject to priorities and circumstance.

Leadership & Management

- To take overall responsibility for the learning and progress of all children in the class
- To take overall responsibility, on a day to day basis, for the personal, social, spiritual and moral development of children in the class

- To take overall responsibility for the safety of children within the class and those for whom the post holder may be responsible for on a day to day basis
- To manage the deployment of support staff within the class to ensure that at all times they are able to make a significant impact on pupils' progress
- To take responsibility for and lead any extracurricular activities or further areas of responsibilities as directed by the Headteacher or Line Manager in order to ensure the highest quality learning outcomes
- To manage effectively communications and interaction between parents and carers of children within the class
- To manage, as required, links with appropriate external agencies in consultation with senior leaders and as necessary to achieve the best possible outcomes for pupils within the class
- To manage your own professional development and in partnership with your line manager and Headteacher
- To contribute to the learning and development of the school's teaching team as appropriate through joint planning, staff meetings, in-service training, working parties and contributing any individual expertise

Teaching and Learning

- To plan, deliver and review the learning programme for all children in the class and in line with current school policy
- To ensure that all teaching, including that undertaken by support staff, meets the needs of all pupils in the class
- To set realistic but challenging targets for each child in the class in line with the school's current policy, keep these under review, ensure children understand their significance as appropriate and contribute, as required, to the school's overall target setting procedures
- To assess pupils, in line with current school policy and on a daily basis, track each child's progress, identify individuals or groups for whom specific interventions may be required and report on outcomes as required to colleagues and the senior team
- To mark and assess pupils' work in line with current school policy and ensure that children understand, as appropriate, the next steps required in their learning
- To maintain and manage the class teaching base and any other areas that come under the post holders remit to ensure that they present as effective learning environments that reflect the highest expectations
- To reflect regularly on the effectiveness of teaching and take appropriate steps to ensure that effective performance is continually improved

Standards and Progress

- To take overall responsibility for the standards children reach, the progress they make and to undertake this in line with targets agreed for the class with the senior team on a termly basis through Pupil Review Meetings
- To ensure that all learning activities are designed and adapted to reflect current pupil assessment and meet the needs of all children within the class
- To promote and model the highest expectations with respect to learning, standards and progress to all pupils that includes the presentation of work, the professional challenge provided to children of all abilities and their understanding of what constitutes good progress
- To ensure that pupils identified with Special Educational Needs (SEN) meet or exceed challenging targets set for them and in line with the current school's policy

on Special Needs

- To report accurately the progress pupils are making and the standards they achieve to parents and carers in line with current school policy

Learning Behaviour

- To promote good learning habits through a consistent approach to teaching and learning
- To ensure that planned learning activities build on children's interests, develop an enthusiasm for learning and reflect an appropriate range of learning styles
- To provide opportunities for children to take an active part in their learning, to have a real stake in the learning process, to develop their own responsibility for their learning and to appreciate the challenges of working with others in a team
- To secure pupils' good behaviour, respect for others in all matters and a pride in their work and school

Above all, you need to like children, to want the very best for them and be prepared to put their needs first above all else.