



SHIFNAL PRIMARY SCHOOL

CURRIERS LANE ♦ SHIFNAL ♦ SHROPSHIRE ♦ TF11 8EJ

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HEAD TEACHER: ADAM FARRINGTON, B. SOC SCI (HONS) PGCE

DEPUTY HEAD: ALISON MOORE, B.ED (HONS) / BEVERLEY HUMPHREY, B.A (HONS) PRIM ED

Class Teacher – Job Description 2022

1. Introduction

- 1.1. **Name of Postholder**.....
- 1.2. **Job Purpose** – Under the direction of the Head Teacher, carry out the professional duties of a school teacher as set out in the current School-Teachers' Pay and Conditions document.
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.
- 1.3. **Line Management** – Responsible to the Head of Key Stage 2 and Leadership Team.
- 1.4. **Liaising with** – Head Teacher, Leadership Team, Teachers, Support Staff, L.A. and External Agencies.
- 1.5. **Salary Scale** – Classroom Teachers' Main Pay Scale or UPS and any Management allowances.
- 1.6. **Working time** – Full time, as specified within the Schoolteachers' Pay and Conditions document.
- 1.7. **DBS Disclosure** – Enhanced Level with Shropshire LA.

2. Specific Roles and Responsibilities

- 2.1. To develop good attitudes to learning and good behaviour strategies to support pupils' learning.
- 2.2. To work with parents to ensure patterns of good attendance and punctuality are established and maintained.
- 2.3. Prepare reports for the Head Teacher and Leadership Team on the progress pupils make in the class.
- 2.4. Respond to assessments and other data: set targets for children as necessary.
- 2.5. Promote good communication and contact with parents through meetings, open mornings, newsletters, assemblies and displays.
- 2.6. Be responsible for the organisation, management and provision of resources for the class.
- 2.7. To network with other settings.
- 2.8. To help ensure learning resources reflect LA and school policies on race and gender equality.

3. School Ethos

- 3.1. Work with the Head Teacher and colleagues in creating, inspiring and embodying the ethos of the school, securing its Mission Statement will all members of the school community and ensuring an environment for learning and teaching that empowers both staff and children to achieve their highest attainment and achievement.
- 3.2. Take part in and lead acts of collective worship in accordance with the school policy.
- 3.3. Attend and participate in all celebrations intrinsic to the daily life of the school.
- 3.4. Provide religious education in accordance with the agreed syllabus.
- 3.5. Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safeguarding and well-being, confidentiality and social networking.
- 3.6. Promote the school and celebrate its success at every opportunity.

4. Curriculum Planning and Provision

- 4.1. Help develop and maintain a curriculum in line with the school policy to meet the needs of individual children in the class.
- 4.2. Work with other members of staff to identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and pupils being taught.
- 4.3. Monitor and evaluate the curriculum and review planning, assessment, record keeping and reporting procedures as and when required.
- 4.4. Under the direction and guidance of the Leadership Team, actively contribute to and support the development of one or more specified curriculum aspects or areas of pupil and/or staff development.
- 4.5. Ensure efficient use and maintenance of all material teaching resources within the classroom and working environment and ensure available resources are used effectively to support the curriculum.
- 4.6. Be involved in small team and whole school planning meetings.

5. Learning and Teaching

- 5.1. Help to formulate and produce coherent long, medium and short term planning which ensures continuity and progression, takes into account the needs of the whole school as well as individual pupils and encourages the development of independent learning.
- 5.2. Employ a range of suitable learning and teaching strategies and styles to ensure effective learning.
- 5.3. Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- 5.4. Develop, maintain and use resources appropriate to chosen learning objectives.
- 5.5. Ensure the effective deployment of teaching assistant support in the classroom.
- 5.6. Analyse and evaluate the children's learning to inform future planning and teaching and learning activities.
- 5.7. Create and maintain an orderly, safe, stimulating and informative classroom environment where children feel part of a community. Take care of the presentation and maintenance of whole school environment and encourage others to reflect these standards.
- 5.8. Have knowledge and understanding of, and maintain good practice and implement changes in accordance with developments in education theory and practice.
- 5.9. Set pupil targets, assess progress and maintain records in accordance with school policy.
- 5.10. Identify more-able and Gifted and Talented children and set appropriately challenging targets.

6. Pastoral Care

- 6.1. Develop positive relationships with all children and promote their general progress, achievements, well-being and participation in all aspects of school life.
- 6.2. Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behaviour.
- 6.3. Identify pupils with special or more complex needs, write reports and contribute to discussions, meetings and make recommendations.
- 6.4. Ensure a class code of conduct is implemented following appropriate consultation with pupils and relevant staff.
- 6.5. Maintain a system of rewards and sanctions which is in line with school policy and is understood and appreciated by pupils and parents.
- 6.6. Provide opportunities that contribute to the quality of children's wider educational development, including their personal, spiritual, social, moral and cultural development.
- 6.7. Ensure the health and safety of all children on school premises and when involved in educational visits / off site activities.
- 6.8. Ensure that Safeguarding procedures are understood and fully implemented.

7. Relationships with pupils, parents/carers and the wider community

- 7.1. Develop positive links with parents/carers, Governors, and the local community by supporting the school's approach to community involvement and cohesion, including participation in school events.
- 7.2. Report appropriately to parents/carers on the need and progress of their children.
- 7.3. Encourage the involvement of parents/carers in the education of their children and respond promptly to queries and concerns.
- 7.4. Uphold the school's links with the local community, pre-schools, LA and other external agencies.

8. Performance Management and Professional Development

- 8.1. Take shared responsibility for your own continuing professional development by participating in a range of professional development opportunities e.g. staff training, staff meetings, PD days, LA and other external training.
- 8.2. Actively engage in the annual Performance Management review process in accordance with the school's policy and national guidance.
- 8.3. Disseminate information from professional development activities undertaken and ensure colleagues receive feedback from monitoring and evaluation activities.

This job description is current at the date below but will be reviewed on an annual basis. Following consultation, it may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title