



Resilience Empathy Self-Awareness Positivity Excellence Communication Teamwork

JOB DESCRIPTION

POST: KS1 Class Teacher

GRADE: MAIN Scale

RESPONSIBLE TO: HEADTEACHER AND GOVERNING BODY

GENERAL TEACHING DUTIES

- Plan and deliver the curriculum which engage pupils' interest and take into account their individual needs. In line with our inclusive approach. Identifying those with Special Educational Needs, and seeking the appropriate support from other professionals.
- Provide a challenging, yet supportive learning environment, which stimulates, maintains and develops lively enquiring minds.
- Direct the use of any support staff or classroom assistance.
- Have high expectations of the pupil's behaviour, academic and social abilities, and set clear targets that are both realistic, measurable and which build upon prior knowledge or attainment.
- Establish and maintain a high standard of discipline by the use of praise, rewards and sanctions and thereby create an environment in which pupils feel safe, secure and confident. Following school policies.
- Work alongside/liaise with staff within the school.
- Use a variety of differentiated teaching methods, which incorporate effective questioning and response, whole class, small group and individual teaching.
- Encourage pupils to be part of the school community.
- Keep up to date planning records on the school system.
- Develop in pupils a positive attitude towards themselves and others with a strong sense of self-respect through Character Education. Also, to develop a sense of respect for other people's property, ideas and beliefs irrespective of gender, race, disability or academic achievement.

MONITORING, ASSESSMENT, RECORDING, REPORTING

- Be familiar with statutory and school assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
- Write/collate high quality and informative individual, positive, honest annual reports to parents/carers and discuss pupil's progress and welfare at parent's meetings and other occasions developing relationships.
- Assess pupils' work systematically and use the results for future planning, teaching and curricular development.
- Prepare pupils for National Curriculum Assessments.

CURRICULAR KNOWLEDGE AND UNDERSTANDING

- Have a thorough and up-to-date knowledge and understanding of the curriculum.



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PROFESSIONAL STANDARDS AND DEVELOPMENT

- Understand the professional responsibilities in relation to school policies and practices and in so doing actively support and reinforce those policies. E.g. anti-bullying, behaviour
- Be aware of the role of the Governing Body.
- Set a good example around the whole school, in appearance and personal conduct.
- Establish effective working relationships with other professional colleagues, not only those within school, but those from outside agencies.
- Attend meetings within the constraints of directed time and contribute to the development of programmes of study and staff share.
- Assist in the maintenance of good discipline in and around school.

HEALTH AND SAFETY

- Undergo basic First Aid training as required.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Be aware of Child Protection Policy and reporting adult.

CONTINUING PROFESSIONAL DEVELOPMENT – Personal

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.
- Contribute to the professional development of colleagues.

SPECIFIC PASTORAL DUTIES

Support, Guidance, Monitoring and Reporting

- Consider the pupil's welfare as paramount, and take action in accordance with the responsibility 'in loco parentis'
- Monitor the social progress of pupils.
- Have a detailed knowledge of the pupils in the class and play a central role in the negotiations involved in forming a 'behaviour contract'.



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Liaising with Others

- Consider carefully who is the most appropriate person to help in a specific situation and determining who should make contact, when and how, etc.
- Consider carefully issues of confidentiality when dealing with pupils, teachers, parents and outside agencies.
- Inform appropriate member of staff about social or behavioural issues related to pupils.
- Contact parents, if appropriate, after proper consultation with the Senior Leaders or Headteacher.
- Be able to liaise with agencies responsible for pupils' welfare providing the appropriate accurate information.
- Keep up-to-date with Child Protection Procedures and notify the Designated Person of any concerns about a child.

Teaching

- Plan and deliver outstanding lessons.
- This process should enable pupils to gain confidence, social and personal skills, understanding of self, and pertinent knowledge.

General Tasks

- Set a prompt and structured start to the morning and afternoon sessions.
- Ensure that the classroom is left tidy at the end of each lesson.
- Attend the relevant assemblies as requested by the Headteacher – unless withdrawing on the grounds of conscience or religion. Some assembly times may be used to free certain staff to develop the Curriculum or for CPD.
- Participate in the formulation and execution of Pastoral policies.
- Organise class participation in school events.

Administration: (Registration, Absences, Lateness)

- Mark the register fully and accurately. Unexplained absences or patterns of absence should be reported immediately in accordance with the working Together to Improve Attendance document.