



**JOB DESCRIPTION**

**KS1/KS2 Class Teacher**

**Responsible to: Mrs Nicola Davenport, Headteacher**

**Responsibilities and Duties**

- To take on a teaching responsibility as directed by the Headteacher
- To co-ordinate and lead a subject area throughout the school.

**Knowledge and Understanding**

- For subjects and ages taught, demonstrate knowledge of National Curriculum programmes of study and levels.
- Have secure knowledge of subject content, cope securely with pupils' subject related questions and be aware of common mistakes.
- Understand how pupils' learning is affected by physical, intellectual, emotional and social development.
- Understand progression from previous key stage/learning.
- Be aware of subject specific health and safety requirements.
- Keep up to date with research and developments in the range of subjects taught.

**Planning**

- Liaise with class teachers in order to plan effectively for the class taught.
- Be able to identify clear teaching objectives and content in planning lessons based on National Curriculum programmes of study and school devised curriculum.
- Plan activities which effectively challenge and interest all pupils.
- Have high expectations of pupils and set them clear targets.
- Plan effectively in the short, medium and long term. Liaise with individual class teachers.
- Use assessment of pupils to inform planning.

**Teaching and Class Management**

- Use a variety of teaching and learning styles to ensure teaching objectives are met.
- Establish and maintain a purposeful working atmosphere.
- Present content clearly with well organised resources.
- Evaluate teaching critically and use this evaluation to improve effectiveness.
- Provide structured learning activities to advance pupils' development in language, literacy, numeracy and social skills.
- Encourage pupils to develop their learning skills and thinking skills.
- Use teaching strategies which motivate pupils to achieve their targets.
- Secure good standards of behaviour through an agreed system of rules, pre-empting and dealing with inappropriate behaviour within school policy.
- Foster a sense of social responsibility towards the wider school community.
- Deploy support staff and other adults in the classroom appropriately.
- Be able to teach computing competently.



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**Monitoring, Assessment, Recording, Reporting**

- Be able to assess how well learning objectives have been achieved and use this to improve teaching.
- Mark and monitor pupils' work regularly each day.
- Use verbal and written feedback to set targets.
- Be familiar with assessment and recording, statutory requirements and school policy.
- Identify pupils' strengths and weaknesses and assess their performance against assessment targets and other tests.
- Set clear targets for improvement in literacy and numeracy.
- Identify and support low achieving individuals and groups, making use of specialist help.
- Write half-yearly Pupil Profiles and End of Year Reports.

**Other Professional Requirements including Accountability**

- Have a working knowledge and understanding of teachers' professional duties and legal responsibilities.
- Establish effective working relationships with colleagues.
- Set a good example to pupils through presentations and personal and professional conduct.
- Ensure that all pupils have equal opportunities to achieve their potential.
- Understand pastoral responsibilities and the contribution of outside agencies.
- Be aware of the role and purpose of the School Governing Body.
- Identify and take advantage of ethnic and cultural diversity.
- Liaise effectively with parents/carers, providing informative oral and written reports.
- Implement school policies, including those dealing with bullying and harassment.
- Contribute effectively to the school's development including the meeting of school targets.
- Take responsibility for own professional development and keep up to date with research of all kinds, relating to school improvement.
- Attend staff meetings and relevant school training.

This job description will be used as part of the appraisal system.