

# JOHN WILKINSON PRIMARY SCHOOL

## JOB DESCRIPTION – CLASS TEACHER

**Responsible to:** Chair of Governors and Head teacher

The statutory conditions of the post are laid down in the guidance on School Teachers Pay and Conditions Document. The following details summarise the major tasks expected of the Teacher and skills, knowledge, aptitudes and qualities they require to carry out the role.

The Department of Education Teachers standards also provide additional information as these standards must be met.

### Job Context

- The job requires that you teach children in the primary age range 4-11 years, in the first instance in Key Stage 1 Year 1 class.
- You will have responsibility for a class, as well as collective responsibility for the welfare and discipline of all children around the school.
- Duties will be carried out within the directed 1265 hours (pro-rata), under the direction of the Headteacher and as described in the relevant school policies and at other times as decided by the teacher.
- All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils. All teachers, except those who are newly qualified, will have a lead responsibility for (a) curriculum area(s) across the whole school.

### Purpose

- To carry out the professional duties of a teacher (see also teacher standards & stpcd 2015)
- To deliver high quality teaching and learning to pupils who are assigned to you
- To support the school's aims and values and promote these effectively within the whole school community

### Key Responsibilities

- Have high expectations of all children and a commitment to ensuring they achieve their full educational potential and establish supportive relationships.
- Teach a class of primary children full time a broad, balanced curriculum in line with professional duties of teachers and the statutory framework within which they work. Plan, prepare, monitor and evaluate the work undertaken to a high standard.
- Contribute to the development and implementation of policy.
- Communicate effectively with school community.
- Reflect on practice for improvement and contribute to innovation and personal development. Refine practice where necessary.
- Have knowledge and understanding of teaching and learning, behaviour management and know how to use and adapt these, including facilitating personalised learning.
- To understand assessment requirements and use information for improvement.
- Have secure subject and curriculum understanding.
- To provide a stimulating classroom environment and to create high quality displays.
- Be aware of current legal requirements and policy.
- Plan to teach challenging, well organised lessons which enthuse and inspire learners' curiosity about all subjects.
- Establish a purposeful, safe and stimulating classroom environment.
- Work effectively with colleagues and the wider community.
- To undertake leadership of a subject(s) as directed by the head teacher.
- To support the school in meeting its legal requirements for collective worship.

### Pastoral

- To promote and foster the well being, safety and all-round development of the children.

- To provide guidance and advice to pupils on educational and social matters.
- To establish appropriately high levels of expectation, including good standards of behaviour in line with the school code of conduct.
- To promote among the children self-discipline and respect for the environment.
- To make records of and reports on the personal and social needs of pupils.
- To communicate with and consult with the parents/carers of pupils.
- To communicate and co-operate with persons or bodies outside the school and to participate in meetings for any of the purposes described above.

### **Assessments and Reports**

- To assess and track academic progress of all pupils
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils in accordance with school policy, including end of year written reports to parents.

### **Performance Management**

- To participate in the arrangements for the Performance Management of teaching staff each year and respond professionally to targets set for development.

### **Review, Further Training and Development**

- To continually review your methods of teaching and programmes of work.
- To participate in arrangements for your further training and professional development as a teacher.

### **Educational Methods**

- To advise and co-operate with the Head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Effectively deploy resources allocated to you.

### **Health & Safety**

- To support and implement Shropshire Council's Health and Safety Policy and the school's policy.
- To safeguard the Health and Safety of pupils when they are on the school premises and when they are engaged in authorised school activities elsewhere.
- To participate fully in Safeguarding pupils in all respects.

### **Meetings**

- To participate in meetings which relate to communication with parents and/or support agencies.
- To participate in meetings which relate to the school, its curriculum, administration or organisation including pastoral arrangements.
- To support PTA meetings and functions and participate fully in school life.

### **Administration**

- To register attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- To share responsibility for leading assemblies and to lead class assemblies which share high quality class work with the school and with parents.

### **Equality policies**

To help ensure that subject-matter and learning resources reflect LA and school policies on race and gender equality and that the implications of these policies are borne in mind in relation to all the tasks and duties listed above.

### **Safeguarding**

To adhere to safeguarding requirements and fulfil responsibilities regarding the teacher's role in safeguarding pupils.

**Policy and procedure:**

*Ensure the school safeguarding policy is followed and you contribute to the safeguarding of all pupils.  
To challenge behaviour which breaches the Guidance for Safer Working Practice (Code of Conduct.)*

**Reporting concerns:**

*Recognise how to identify signs of abuse and when to make a referral.  
Respond appropriately to disclosures or concerns relating to the well-being of a child.  
Refer allegations or cases of suspected abuse to the relevant person.  
Liaise with the Head Teacher to inform them of any issues and ongoing investigations.  
Liaise with the Governor with safeguarding responsibilities.  
Ensure that relevant, detailed and accurate written records of concerns are kept.  
Refer cases to the Channel programme where there is a radicalisation concern as required.*

**Multi Agency working:**

*Ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored.  
Liaise and coordinate with colleagues and outside organisations to provide Early Help as soon as a problem emerges, at any point in a child or young person's life working with the Early Help Strategic Partnerships and referring to the Early Help Allocation groups where necessary.*

**Training:**

*Attend relevant training every 2 years and on an annual basis attend forums/roadshows to reinforce and enhance Safeguarding knowledge and practice.*

**Knowledge and skills:**

*Act as a source of support, advice and expertise within the school.  
Act with integrity and maintain confidentiality at all times.*

**General Duties:**

*To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.*

*All duties will involve working with and consulting with the head teacher and other members of staff.*

Signed: \_\_\_\_\_ (Teacher)

Signed: \_\_\_\_\_ (Headteacher)