

# Emmaville Primary School



## Job Profile - Class Teacher

**Responsible for:** Classroom teaching that is at the heart of the school's purpose to maximise the achievement of every member of the school community.

**Responsible to:** Headteacher and the Governing Body

### Duties and responsibilities

All teachers are subject to the conditions of Employment set out annually in the school Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers.

### Planning, Teaching, Assessing and Classroom Management

- Plan long term and on a weekly basis with the parallel class teacher
- Seek curriculum support from colleagues as needed
- Planning should challenge the children and ensure high levels of interest and enjoyment
- Organise the teaching day so that a broad and balanced curriculum is provided to all the children in the class
- Deliver the curriculum using a variety of teaching styles
- Teaching activities should be planned to meet all children's needs
- Communicate high expectations at all times
- Use consistency of approach for behaviour management, incorporating school values
- The children should be encouraged to become independent and self-disciplined learners
- Evaluate own teaching to improve upon effectiveness
- Use the Assertive Mentoring approach to assessment
- Use assessment to move children forward in their learning
- Assess and report on the development, progress and attainment of pupils
- Prepare and present annual reports to parents
- Set a good working example to the children through excellent preparation and time keeping
- Organise the classroom to provide an effective, stimulating teaching environment

- Encourage pupils to take ownership of the school and classroom environment taking care with resources, teaching them to use equipment properly
- Ensure that your classroom includes displays that are consistent across the school, for example, Primary Writing Project, Maths Learning Journey, Star of the Week, Growth Mindset, Information Station
- Collaborate with and take responsibility for the work of teaching assistants or other support workers for the class
- Organise class assemblies enabling children to share their work with others

### **Other Professional Requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities
- Embrace the positive and caring philosophy established within the school
- Operate at all times within the stated policies and practices of the school
- Liaise with colleagues throughout the school to ensure a whole school approach to all aspects of school life
- Establish links with the community to enable the children to learn from direct experience
- Create effective working relationships and set a good example through your presentation, personal and professional conduct
- Take care of the pastoral welfare of the children in your class as individuals, fostering their social, moral and emotional development thus encouraging self-confidence, mutual respect and independence
- Liaise effectively with parents to maintain the 'partnership' principle
- Identify children who are vulnerable, or those with specific needs, and inform the head teacher
- Work collaboratively with outside agencies in the interest of all pupils
- If necessary, complete referral forms and reports for any pupils in your class
- Demonstrate a commitment to your own professional development and duties in relation to school policy and practice
- Participate in performance management
- Participate in training and professional development activities which aim to meet needs identified either via appraisal or from the school improvement plan
- Participate in arrangements for supervision and training in order to complete a period of induction pursuant to the Induction Regulations
- Contribute to the corporate life of school through effective participation in meetings and management systems
- To co-ordinate at least one subject across the school, using your own specialist knowledge to support staff and children's acquisition of knowledge and skills. Evaluating the progress of the pupils in the school, monitoring the planning of colleagues, monitoring the outcomes of teaching for children, assisting staff to develop within your co-ordinated area,

arranging regular updates and training, maintaining a standards portfolio and ensuring that resources are available

- Maintain good order and discipline among the pupils, safeguarding their health and safety when on the school premises and when they are engaged in school enrichment activities elsewhere
- Participate in arrangements for preparing pupils for National Assessments and non-statutory assessments as required
- Take on any additional responsibilities which might from time to time be determined

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

### **Safeguarding**

- All employees are expected to be mindful of the health and safety of themselves and of others. Within the school setting, this includes ensuring the safety and welfare of our pupils by making certain that the environment is continually kept safe, visitors are signed in and out, and gates/doors are secure. Within this particular role, you will need to ensure that trainees and visitors are aware of safeguarding requirements.

We are all members of one community and must therefore endeavour to maintain positive relationships with all colleagues, treating others with the same level of professionalism, respect and politeness that we would wish for ourselves.

Post Holder: ----- Date: -----

Headteacher: ----- Date: -----