

Job Title: Class Teacher	
	Date last updated: Dec 2021

The class teacher should carry out professional duties in accordance with and subject to conditions of employment as set out in School Teachers' Pay and Conditions Document.

- The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. having due regard to the National Curriculum, the School's aims, objectives, schemes of work and policies of the Governing body.

In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the Class Teacher to ensure that his/her professional duties are discharged effectively.

- This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher, and the Governing Body by the Class Teacher. The duties set out below relate to the overall class teaching requirements and related expectations of a Classroom Teacher.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

PURPOSE OF JOB

To provide professional, leadership and management in order:

- Secure high quality teaching
- Secure effective use of resources
- Improve standards of learning and achievement for all pupils
- Maximise parental and community involvement
- To share in the corporate responsibility for the safeguarding, well being and behaviour management of all children.
- To work towards the overall improvement and development of Keir Hardie School, and as a result the education which is provided for all pupils, in terms of attitude, behaviour, academic and social progress.

POSTHOLDER REPORTS TO:HEADTEACHER

Generic Responsibilities

Sustained Responsibility for delivering High Quality Teaching & Learning:

- To lead subject/project/whole school responsibility and meet defined objectives
- To demonstrate high quality teaching and have knowledge of the main strategies for improving and sustaining high standards of teaching and learning
- To ensure area of responsibility is appropriately placed within school's aim, action plans and targets
- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations

Requires the exercise of professional skills and judgement:

- To interpret and oversee data entry
- To communicate effectively with parents, governors and external agencies
- To take responsibility for own professional development
- To inform decision making by research and appropriate consultation
- To support other post holders/school managers in professional duties
- Flexibility in adapting strategies to needs of others
- Drawing critically on ideas and experience in the wider community and adapt to needs of school
- To analyse and interpret relevant national, local and school data to inform school policy
- To analyse and interpret relevant research and inspection data to inform policy
- To represent the school at local meetings
- To contribute to quality assurance procedures e.g. SEF

Accountability for leading, managing a subject or curriculum area or pupil development across the curriculum.

- To know and make available for others NC requirements and assessing, recording and reporting requirements
- To establish short/medium term plans for development and resourcing of area of responsibility
- To ensure effective and innovative organisation and management of finances and resources including high quality display
- To develop, monitor and evaluate strategic plan in line with other school priorities

- To act as point of reference in school for relevant matters
- To develop parental/community involvement.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils only in circumstances that are not foreseeable where the person timetabled to take the class is not available to do so.

Impact on educational progress beyond assigned pupils:

- To identify targets for pupils achievement and evaluate progress and achievement
- To ensure that agreed pupil targets are achieved or exceeded
- To convey findings appropriately
- To ensure appropriate systems in place for assessment and target setting
- To interrogate data to identify trends in pupil performance and issues for development
- To define, evaluate and report on intervention strategies used to address issues
- To provide guidance on appropriate teaching strategies for identified pupils
- To work with SENCO and others to ensure appropriate IEPs prepared
- To report regularly and appropriately to senior staff and governors about pupil progress
- To identify underachievement and raises concerns
- To monitor and enhances planning
- To monitor and evaluate targets
- Encourage pupil motivation and enjoyment in subject area, developing positive responses to challenge and high expectations
- To review and plan action for improvement from lesson observations, leading, developing and enhancing the teaching practice of others

Leading, developing and enhancing the teaching practice of others:

- To consistently teach good or better lessons across the curriculum
- To demonstrate effective practice through demonstration lessons and shared planning
- To monitor and evaluate the planning of other teachers providing constructive and developmental feedback on a regular basis
- In discussion and through audit to identify development needs
- To contribute to the professional development of others
- To identify, promote and model innovative and effective teaching strategies to meet the needs of all pupils

- Demonstrate the capacity to establish and maintain an effective team through negotiation, positive relationships, effective communication, appropriate delegation and monitoring of outcomes
- To ensure that feedback from lesson observations, work scrutiny and analysis of assessment data is appropriately reflected in teacher planning
- To ensure appropriate induction
- To lead significant professional development
- To support others in interrogation of data and action planning

Management of staff and resources

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them

Health, safety and discipline

- Promote the safety and well-being of pupils in line with safeguarding procedures.
- To effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between pupils and all members of the school community.

Professional development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers
- To promote and facilitate parental involvement in teaching and learning through a shared school/home approach.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

TLR

A Teaching and Learning responsibility payment (“TLR) may be awarded for the classroom teacher for undertaking a sustained responsibility in the context of the school’s staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which he/she is made accountable”

Factors

Before awarding a TLR, HT or GB must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that –

- Is focused on teaching and learning;
- Requires the exercise of a teacher's professional skills and judgment;
- Requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- Has an impact on the educational progress of pupils other than the teacher's assigned classes or group of pupils; and
- Involves leading, developing and enhancing the teaching practice of other staff.

Specific Responsibilities:

These are intended to be a guide to the range and level of work expected of the postholder. It is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such reasonable duties, which may be required from time to time.

Other responsibilities:

In addition, to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time.

PLEASE NOTE:

The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the Classroom Teacher and the Governing Body.

