



## **Job Description – Class Teacher**

*Abbots Ripton C of E School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

*We expect that all concerns, however minor, relating to the safeguarding of children are reported promptly and in accordance with school procedures.*

### **Job Purpose**

Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you:

- plan and prepare effective sequences of learning;
- teach, according to their educational needs, the pupils assigned to you;
- set and mark work to be carried out by the pupils in school and elsewhere;
- assess, record and report on the development, progress and attainment of pupils.
- support the school in developing outstanding education for all pupils.

### **Policy and legal Framework**

All teachers must work within the framework of:

- The School Teachers' Pay and Conditions document
- The national legislation of the National Curriculum
- School policies, schemes on the curriculum and school organisation
- Keeping Children Safe in Education document

In accordance with the school's policies and under the direction of the Headteacher:

### **Personal**

- generate enthusiasm and encourage enquiring and open minds;
- be aware of and sympathetic to children's problems and create a caring environment;
- have a positive approach which is fair and consistent, especially with regard to equal opportunities;
- be part of a team working together to achieve the school's aims and objectives;
- be supportive to colleagues and treat them with professional respect;
- share skills, knowledge and resources with colleagues;
- initiate new ideas.

## **Other Activities**

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
- provide guidance and advice to pupils on educational and social matters;
- make records of and reports on the personal and social needs of pupils;
- communicate and consult with the parents of pupils;
- communicate and co-operate with persons or bodies outside the school;
- participate in meetings arranged for any of the purposes described above.

## **Assessments and Reports**

- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

## **Appraisal or Review of Performance**

- participate in arrangements made in accordance with the 'Education (School Teachers' Appraisal) (England) Regulations 2012' for the appraisal or review of your performance.

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

- participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements.

## **Educational Methods**

- advise and co-operate with the Headteacher and other teachers on the preparation and development of programmes of study, teaching materials, methods of teaching and assessment and pastoral arrangements.

## **Discipline, Health and Safety**

- maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

## **Staff Meetings**

- participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;
- report to colleagues after attending courses.

## **External Examinations**

- participate in arrangements to prepare pupils for external examinations, assess pupils for the purposes of such examinations and record and report such assessments.

## **Administration**

- participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons who provide support for the teachers in the school;
- attend Collective Worship, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions;
- you are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

## **Principles of Professional Practice**

All staff, governors and volunteers as appropriate to the role and/or job description of the individual, must:

- Place the well-being and learning of pupils at the centre of their professional practice.
- Have high expectations for all pupils, be committed to addressing underachievement, and work to help pupils progress regardless of their background and personal circumstances.
- Treat pupils fairly and with respect, take their knowledge, views, opinions and feelings seriously, and value diversity and individuality.
- Model the characteristics they are trying to inspire in pupils, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people.
- Respond sensitively to the differences in the home backgrounds and circumstances of pupils, recognising the key role that parents and carers play in pupils' education.
- Seek to work in partnership with parents and carers, respecting their views and promoting understanding and cooperation to support the young person's learning and wellbeing in and out of school.
- Reflect on their own practice, develop their skills, knowledge and expertise, and adapt appropriately to learn with and from colleagues.

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions (STPC) document. You are required to carry out such professional duties which form part of the document which the Headteacher may reasonably ask you to undertake.

This job description may be amended at any time after discussion with you and will be discussed as part of the annual performance management and target setting process.

