



Job Description: Class Teacher

Specific Title: Class Teacher

Additional Responsibilities: EAL

Department: Primary School

Reports to: Director of Pastoral Care and Inclusion

Summary of Role: To educate children by planning and implementing a differentiated education programme, reflecting individual needs of pupils to develop confident, motivated, self-disciplined learners.

The post holder is expected to carry out the tasks below professionally, consistently and in a cooperative manner. Please note in addition to this Job Description all school policies and procedures are binding within the work contract.

1.0 Purpose of the Job:

- To teach pupils within the school following the England and Wales National Curriculum guidelines and to carry out other associated duties as are reasonably assigned by the Head of School.

2.0 Applicable Contract Terms and Duties:

- The post is subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.

3.0 Relationships:

- The post holder is responsible to the Head of School in all matters, and the Director of Pastoral Care and Inclusion in respect of curricular matters.
- The post holder will interact on a professional level with colleagues and will seek to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

- The teacher is expected to build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.

4.0 Responsibilities:

The teacher is expected to:

- Plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in their class(es).
- Select appropriate learning resources and develop study skills through the use of a varied selection of resources
- Teach their class(es), sets, groups or individual pupils, and to assign tasks to be undertaken both in school and out of school to develop independent learning.
- Mark and assess pupils' work and record their development, progress and attainment, both in school and out of school; keep detailed records to monitor this progress; check for understanding and completion in order to address strengths and weaknesses; and work with and senior leaders in tracking individual and group progress.
- Set and mark homework regularly according to the school homework policy and offer informative feedback that will extend pupil learning.
- Maintain high levels of discipline and respect between pupils and staff; promote an understanding of the school's rules and values; safeguard health and safety; and develop relationships with and between pupils conducive to optimum learning.
- Maintain an attractive and stimulating classroom environment and contribute to displays around the whole school.
- Continually evaluate and review their own teaching methods and practices, materials and schemes of work, and initiate changes as appropriate.
- Provide and contribute to informative verbal and written assessments, reports and references relating to the development of learning of individual pupils and groups of pupils.
- Ensure that the subject matter and learning resources reflect the school's policies on race and gender equality and that these policies are reflected in all assigned tasks and duties.
- Manage and supervise any allocated teaching assistant to fulfil their day to day duties with in the school.
- Promote the Positive Behaviour policy operated within the secondary school; reward pupils for excellence, improvement, contribution and determination; use the sanctions procedures in accordance with the rules and disciplinary systems.
- Update school policies as and when appropriate.
- Maintain working folders and planners in accordance with Primary requirements and keep departmental records on the school's server as requested.
- Read and act upon school policies and procedures

5.0 School Policies and Professional Development:

The teacher is expected to:

- Effectively contribute to whole-school reviews of policies, aims and the revision or formulation of school guidelines.
- To function at all times according to the stated policies and practices of the school.
- Keep up-to-date with current educational thinking and practice, both through individual study and attending courses, workshops and meetings, and welcoming regular performance appraisals and reviews of their work with the Director of Pastoral Care and Inclusion.
- To complete all required administrative tasks professionally, accurately and promptly.

- To actively participate in all aspects of the Performance Management process, and complete related documents effectively and promptly.
- To comply with the Code of Ethical Conduct as well as to all policies and procedures of the school

6.0 General School Environment:

The teacher is expected to:

- Fully participate in building a whole school ethos through activities such as assemblies, supervising pupils during before and after school sessions, planning and running extra-curricular activities as appropriate.
- Set a good example at all times adopting a professional appearance and being culturally sensitive and professional both in the school and the community.
- Take on additional responsibilities as and when determined and agreed with the senior management.
- To act as a consistent role model to all students providing them with advice, knowledge and mentorship that extends beyond the delivery of the curriculum.

Additional Responsibilities as EAL:

- Offer in-class support and be proactive in eliciting learning needs from class teachers.
- Run two EAL focused CCAs (3-4pm)
- Ensure information is shared efficiently between yourself and other stake-holders.
- Inform parents of progress against EAL objectives.
- Administer standardised EAL tests where agreed with DoPCI
- Deliver INSET to other staff on teaching EAL students in the mainstream.
- Liaise with class teachers to assess children's readiness to exit the EAL programme
- Communicate effectively with the Secondary EAL team to plan for children's transition from Primary to Secondary
- Conduct diagnostic assessments of new students where requested
- Track students progress and attainment against CEFR levels and any other school data systems as required
- Support with language-based Learning Support interventions as required

Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.