



Sundridge & Brasted CE Primary School



Class Teacher Job Description

School: Sundridge & Brasted CE Primary	Location: Sevenoaks Kent
Job title: Class teacher	Salary range: Teachers Main Scale

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document. The expectation is that teachers will meet well the professional standards for teachers set out by the DfE.

Job Purpose
<ul style="list-style-type: none">• To carry out professional duties and to have responsibility for an assigned class.• To be responsible for the day-to-day learning and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.• To promote the aims and objectives of the school and maintain its philosophy of education and nurture.

Main duties and responsibilities
<ul style="list-style-type: none">• To ensure all aspects of teaching and learning are at least 'Good' (Ofsted Grading) and more usually 'Outstanding' within own classroom.• To continue to foster and develop the establishes links with the Church and local community.• To support the Christian ethos of the school and promote the school's ethos and aim at all times and in all settings.• To have detailed knowledge of the National curriculum.• To know and understand the relevant statutory and non-statutory curricula and framework for the age and ability you teach.• To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.• To plan and prepare lessons in order to deliver the National Curriculum, ensuring breadth and balance in all subjects.• To identify clear teaching objectives and learning outcomes, with appropriate challenge and high

expectations.

- To ensure that children's learning is recorded appropriately, marked consistently and in line with school policy in order to evaluate the effectiveness of your teaching, to monitor the progress of your children and to inform future teaching and subject leaders for monitoring purposes.
- To prepare work and have it available to subject leaders for monitoring purposes as required.
- To teach creatively in order to enthuse and motivate pupils through the provision of a rich range of learning experiences, using interesting and exciting resources and stimuli.
- To maintain good order and discipline among the pupils, safeguarding their health and safety, and promoting high levels of engagement.
- To identify and provide appropriately for the SEN of individual pupils, taking responsibility for their learning and being accountable for their progress.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan for development of pupils' independence and sense of responsibility.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To participate in staff meetings as required.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching, pastoral arrangements and school improvement.
- To ensure that school policies are reflected in daily practice.
- To communicate effectively with learners, parents and colleagues
- To consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate eg. Educational Psychologist.
- To continue professional development, maintaining a portfolio of all learning undertaken.
- Keep abreast of current good practice in your subject areas and primary education generally.
- Be willing to embrace innovations and adapt your practice where benefits and improvements may result. Be open to coaching and mentoring and act upon advice and feedback.
- Lead a subject as defined by the needs of the school identified and negotiated on an annual basis.
- Be responsible for writing a yearly action plan for each subject in line with the school development plan and as a result of rigorous analysis of assessment with the subject area.
- To maintain a professional and positive attitude, where the needs of the children come first.
- To support the Headteacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures / rules that apply to this role.
- To carry out other occasional and reasonable duties as requested by the Headteacher.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal Review Cycle.