



JOB DESCRIPTION

The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

CLASS TEACHER

The professional duties of a class teacher at Queen Edith and Queen Emma Primary Schools include:

Classroom Management

- ◆ the planning and preparation of work which takes due regard of the requirements of the National Curriculum, the school's aims, objectives and policies
- ◆ liaising with a teacher partner and other colleagues to ensure curriculum continuity and progression
- ◆ differentiating the curriculum to match the educational needs of the pupils in his/her care
- ◆ directing the work of all teaching assistants who support children in class, whether pupils are withdrawn or not
- ◆ identifying clear teaching objectives and specifying how they will be taught and assessed
- ◆ setting tasks which challenge pupils and ensure high levels of interest
- ◆ setting clear targets building on prior attainment
- ◆ using a variety of teaching methods to
 - i) match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii) use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii) select appropriate learning resources;

Monitoring Assessment, Recording and Reporting

- ◆ assessing how well learning objectives have been achieved and using them to improve specific aspects of learning
- ◆ marking and monitoring pupils' work and setting targets for progress;
- ◆ assessing and recording pupils' progress systematically and keeping records to check work is understood and completed, monitor strengths and weaknesses, informing planning and recognising the level at which the pupil is achieving
- ◆ undertaking assessment of pupils as requested
- ◆ preparing and presenting informative reports to parents.

Inclusion and Well-Being

- ◆ promoting the self-esteem and well-being of individual pupils and of any class or group assigned to him/her
- ◆ completing records and reports on the personal and social needs of the pupils as required
- ◆ protecting children by implementing our child protection procedures
- ◆ safeguarding the health and safety of all children, both in school and when engaged in school activities elsewhere.

Behaviour and Discipline

- ◆ maintaining good order and discipline by implementing the school's behaviour policy
- ◆ ensuring good practice with regard to punctuality, standard of work and homework

Administration

- ◆ attending assemblies, registering the attendance of pupils and supervising before, during and after school sessions.

Curriculum Management

- ◆ taking lead responsibility for a subject or aspect of the school's work and developing plans which identify clear targets and success criteria for its development and/or maintenance
- ◆ contributing to the whole school's planning activities
- ◆ managing a small budget, undertaking ordering and the allocation of resources

Appraisal and Professional Development

- ◆ participating in meetings which relate to the curriculum, administration, organisation and pastoral arrangements for the school
- ◆ participating in arrangements made in accordance with education regulations for the appraisal or his or her performance and that of others
- ◆ participating in further training and professional development

and any other reasonable request made by the Headteacher.