

## Children and Families

# Job Description for Teachers

**(Not to be used in the case of a Head Teacher, Deputy or Assistant Head Teacher.)**

School/Service: Albert Pritchard Infant and Wood Green Junior Federated Schools

Name:

Post Title: Class Teacher

Effective Commencement Date: September 2018

The postholder is immediately responsible to: Executive Headteacher

## 1. General Professional Duties and Responsibilities

- a. The postholder is required to carry out under the reasonable direction of the Head Teacher (or Head of Service) the professional duties of a teacher which are set out in the relevant paragraphs of the School Teachers Pay and Conditions Document and any subsequent amendments.
- b. The postholder must at all times carry out her/his responsibilities with due regard to the Council's Equal Opportunities Policy.

## 2. Particular Responsibilities (These do not include or imply any voluntary activities.)

- a. To maintain high standards of learning, teaching, discipline and good progress.

## 3. Specific Responsibilities

The postholder is expected to undertake the duties/responsibilities noted below for Teaching and Learning responsibilities.

### Strategic direction and development of the subjects and accountability

- Follow policies and practices which reflect the school's commitment to high achievement and effective teaching and learning;
- Support a climate which enables other staff to develop and maintain positive attitudes towards our school;
- Plan short, medium and long term plans for your class in conjunction with the curriculum lead, based on the assessment of needs of your class;

- Work towards and agree targets for improvement and to work alongside any support given;
- Monitor the progress made in achieving targets, evaluate the effects on teaching and learning and use this analysis to guide further improvement;
- Ensure that the subject leaders are well informed about any policies, plans and priorities, and the success in meeting objectives and targets.

### **Teaching and Learning**

- To keep up to date with developments and to discuss these with your line manager on a regular basis;
- Ensure curriculum coverage, continuity and progression for your pupils, including those with special education and linguistic needs;
- Ensure that children are clear about the teaching objectives and learning outcomes in lessons, and understand the sequence of teaching and learning in the subjects;
- Support our team ethos;
- Ensure that School Improvement priorities are integrated into subjects that you are teaching e.g. text led learning, afl, vulnerable groups;
- Follow the school policies and practices for assessing, recording and reporting on pupil achievement, in collaboration with the Assessment co-coordinator;
- Follow the school policies and practices for assessing, recording and reporting on pupil achievement, in collaboration with the Assessment co-ordinator;
- Be able to monitor, evaluate and review pupil progress data and to inform SLT in identifying clear targets for improvement for your children;
- Work within your phase to support any transition for pupils;
- Establish a partnership with parents to involve them in their child's learning.

### **Effective and Efficient Deployment of Staff and Resources**

- Deploy support staff with maximum efficiency to meet the children's targets and the school's objectives;
- Ensure that there is a safe working and learning environment in which risks are properly accessed.

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## Note

1. This job description is not necessarily a comprehensive definition of the post.
2. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Head Teacher with the postholder.

Issued by: Mrs C Clark  
(Executive Headteacher)

Date of issue: December 2017

Received by:  
(Postholder)

Date received:

One copy of the Job Description should be retained by the Head Teacher/Head of Service, one copy given to the postholder and one copy sent to Employee Services.