



## **JOB DESCRIPTION Class Teacher**

**Additional Responsibilities: Subject Leadership – TBC (None if ECT 1)**

**Salary Scale:** Mainscale

**Responsible to and line managed by:** Headteacher

### **Safeguarding**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children with whom they come into contact will be to follow the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the schools designated safeguarding lead immediately.

All staff are expected to follow all safeguarding policies and procedures.

### **Health and Safety**

All staff in school are responsible for Health and Safety and as such are expected to report any health and safety concerns immediately to the Headteacher or Office and Communities Manager.

## **Teacher Standards**

As a Main Pay Range teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document 2014, and as may be amended by subsequent Documents, and to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher:

### **Teachers' Standards (DfE)**

Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

### **Class Teacher**

To make the education of your pupils your first concern, and to be accountable for achieving the highest possible standards in work and conduct, as defined by the **Teacher Standards (DfE)**.

#### **1. Teaching**

1.1 Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes.

1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

1.3 Set and mark work to be carried out by the pupil in school and elsewhere;

1.4 Participate in arrangements for preparing pupils for external examinations.

## **2. Whole school organisation, strategy and development**

- 2.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- 2.2 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- 2.3 Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

## **3. Health, safety and discipline**

- 3.1 Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
- 3.2 Maintain good order and discipline among pupils in accordance with the school behaviour policy.

## **4. Management of staff and resources**

- 4.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- 4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- 4.3 Deploy resources delegated to you in accordance with school policies.

## **5. Professional development**

- 5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

## **6. Communication**

- 6.1 Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.

## **7. Working with colleagues and other relevant professionals**

- 7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- 7.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

## **8. Fulfil wider professional responsibilities**

- 8.1 Make a positive contribution to the wider life and ethos of the school.
- 8.2 Support and promote the distinctive school ethos throughout the whole school community.

### **Specific Additional Accountabilities**

Allocated curriculum (subject leader) and/or pupil development accountability (see paragraph 2.2) will be attached to this job description where appropriate and reviewed annually.

This job description and related documents provides the standards and framework for Performance Management Objectives for a Main Pay Range Teacher which will be set under the school's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience.

The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the school's plans for improving the school's educational provision and performance and improving the educational opportunities of pupils at that school.

### **Upper Pay Scale Standards (when required)**

See **Upper Pay Scale Standards** for further information of expectations for UPS1, UPS2 and UPS3 (see Headteacher for a copy).

UPS teachers should have a more advanced knowledge and understanding of his/her subject and curriculum than a mainscale teacher. The responsibilities of the role also include:

- Coaching and mentoring other members of staff
- Demonstrating effective practice and helping others to evaluate the impact of their teaching on learners' achievement
- Contributing significantly to implementing workplace policies
- Being a role model for learners and other staff

Once a teacher has crossed the threshold from main scale to UPS, he/she must be automatically considered, normally at 2 year intervals, for progression to U2 and then U3. This must be part of the normal performance management cycle. Teachers wishing to progress to the next level will inform the headteacher at the start of the cycle (Autumn term) of their intention to apply at the end of the cycle.

In order to progress on UPS, a teacher must demonstrate in two successful consecutive performance management reviews that:

- his/her achievements and contribution have been substantial and sustained; and
- he/she has continued to meet post-threshold standards; and
- he/she has grown professionally by developing his/her teaching expertise post threshold.

In addition, "U3 teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning " (STPCD).

Teachers who have crossed the threshold are expected to meet the standards as described in the **Upper Pay Scale Standards** document.