



Station Road • Manea • Cambridgeshire • PE15 0HA

Tel (01354) 680 293

Email: office@manea.cambs.sch.uk

Manea Pre-School (01354) 680928

Email: Maneapreschool@manea.cambs.sch.uk

Job title: Class Teacher

Responsible to: Head Teacher

Pay range: MPS 1-6

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head Teacher.

Areas of Responsibility and Key Tasks:

Planning, Teaching and Classroom Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching and learning objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure a high level of progress and interest for all abilities within your class;
- setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work;
- setting clear targets, building on prior attainment;
- identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the Code of Practice;
- making effective use of assessment information when planning lessons;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work;
- 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

- ii. select appropriate learning resources including the use of up to date I.C.T. and other resources
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- planning opportunities to contribute to pupils' personal, spiritual, moral, social and cultural development;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support;
- encouraging pupils to think and talk about their learning, develop self-control and independence, concentration and perseverance;

B Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- utilise all aspects of Assessment for Learning including children's self and peer assessment;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- undertake assessment of pupils as requested by school procedures;
- prepare and present informative written annual reports to parents.

C Curriculum Development

- have lead responsibility for subject(s) or aspect(s) of the school's work and develop plans which identify clear targets, success criteria and impact reviews for that area's development and / or maintenance;
- contribute to the whole school's planning activities.

D Other professional requirements

- have a working knowledge of teachers' professional duties and legal liabilities;
- follow the code of conduct and all child protection procedures;
- operate at all times within the stated policies and practices of the school;

- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the effective running of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors as necessary;
- in addition to carry out other duties as reasonably required by the Headteacher.