



SEABRIDGE PRIMARY SCHOOL

JOB DESCRIPTION: CLASS TEACHER

Reports to: Executive Headteacher, Head of School, Senior leaders, Subject Leaders, Governing Body

Salary Range: MPS; UPS

Main Purposes:

- To teach a class, working constructively as a member of staff within the whole school team.
- To promote the ethos of the school as per our mission statement, aims and values.
- To plan, teach, monitor, assess and evaluate the learning opportunities for the children taught.
- To share in the corporate responsibility for the safeguarding, well-being and discipline of all pupils.

Policy and Legal Framework:

The teacher will work within the framework of:

- School Teachers' Pay and Conditions Document
- The national legislation of the National Curriculum
- School policies, curriculum plans and school organisation, including the guidance in the staff handbook

School teachers' professional duties:

The professional duties of a teacher shall include:

Teaching

- Having regard for the curriculum (both national and the enhanced school curriculum):
- To plan and prepare lessons using knowledge of school policies, long term plans and national curriculum requirements for the relevant curricular areas.
- To teach the pupils assigned to him/her according to the pupils' individual needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere, ie plan differentiated work to meet the needs of individuals and groups, providing progression and continuity.
- Work as a member of the team, planning co-operatively, sharing information, ideas and expertise.
- Consult and plan with learning support staff and external agencies as appropriate.
- Liaise with the SENDCo to ensure the Code of Practice is fully implemented.
- Organise and change the working environment appropriately for the range of activities taking place, including applying the agreed non-negotiables.
- Maintain a stimulating, informative environment, displaying children's work appropriately.
- Teach pupils to take responsibility for resources and the environment.

- Maintain good order and discipline amongst the pupils, safeguarding their health and safety both when they are in school and when they are engaged in authorised school activities elsewhere.
- Work with all members of staff and parents to ensure that the schools' behaviour policy and systems for rewards and sanctions is implemented, and work at all times towards the happy, self-disciplined child.
- Use a variety of suitable teaching and learning styles.
- Communicate personal enthusiasm and stimulate and maintain a thirst for learning.
- Supervise, and as far is practicable, teach any pupils whose teacher is not available to teach them.

Assessing, recording and reporting

- Assess, record and report on the development, progress and attainment of pupils, using a variety of methods according to national curriculum requirements and school policies.
- Keep records of pupils' progress and report achievements in line with school policies and statutory requirements.
- Promote the general progress and well-being of individual pupils of any class or group of pupils assigned to her/him.
- Encourage children to strive for excellence in their work and behaviour.
- Participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments.

Communication

- Establish good relationships with parents to promote pupils' learning and achievement in line with the school policy.
- Communicate and co-operate with persons or organisations outside of the school and participate in meetings arranged for any of the purposes described above.
- Provide and/or contribute to oral and written assessments, reports, and references relating to individual pupils and groups of pupils, eg in the context of SEN.
- Attend and take a constructive role in staff meetings, INSET days and other school INSET sessions.
- Ensure the relevant parts of the website are current and reflective of the school experience.
- Contribute towards school assemblies.
- Note and respond to all messages on the staff noticeboard, in staff trays or via staff email.
- Ensure that all accidents and behavioural incidents are properly recorded and reported.
- Set high standards of punctuality, to be in the class or on the playground to greet pupils at the start of the day.
- Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions, including at playtimes.
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Professional Development

- Participate in Personal, Professional Development (PPD) arrangements.
- Participate in arrangements for her/his further training and professional development as a teacher.

Subject Leader responsibility

- To lead a specified area taking such part as may be required in the review, development, leadership and management of activities relating to curriculum and assessment.
- To fulfil the role of the subject leader, as set out in the Subject Leader guidance.

In particular:

- Be responsible for maintaining resources
- Advise colleagues on the resources available and monitor their use, and support subject knowledge and curriculum development.

Whole School Commitment

- To demonstrate commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives.
- To support and assist in the development of school policies, including those which are statutory
- To undertake, with other staff, general responsibilities concerned with the day to day running of the school, eg playground duties.
- To support the school's extra-curricular activities.
- To take an active part in the school's involvement with the wider community and other organisations.
- To ensure the children's safety at all times.

Working Time

- A full time teacher shall be available for work for 195 days of the year, of which 190 days shall be days on which she/he will be required to teach pupils, in addition to carrying out other duties.
- Subject to this, a full-time teacher shall be available to perform such duties and such places as may be specified by the headteacher for 1,265 hours in any year (12 months from September 1st), excluding time spent travelling to and from the place of work.
- A teacher shall not be required under his/her contract as a teacher to undertake midday supervision and shall be allowed a break of reasonable length between the hours of 11.45 and 1.10.
- A teacher shall work additional hours as may be needed to enable him/her to discharge effectively his/her professional duties, including marking of pupils' work, writing reports on pupils, and preparation of lessons, teaching materials and teaching programmes. The amount of time for this purpose beyond their 1,265 hours shall not be determined by the employer but shall depend upon the work needed to discharge the teachers' functions.
- The teacher will be entitled to 10% PPA time.

Upper Pay Scale:

With reference to the aforementioned, UPS requires the teacher to be highly competent in all elements of the relevant standards and the teacher's achievements and contribution to the school are substantial and sustained.

For further guidance, please refer to the Career Stage Expectations for Teachers document.

The job description will be reviewed on an annual basis. In addition, it may be amended at any time, after consultation with the teacher.

The teacher should sign both copies of this job description, one to be retained and one for the headteacher.

Signed: Date:

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