# 

**Handale Primary School**

**Job Description: Key Stage Two Class Teacher**

# Core Purpose

# As a class teacher you will:

* teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
* be committed to raising standards by providing high quality, stimulating and exciting lessons;
* maintain the positive ethos and core values of the school, both inside and outside the classroom;
* maintain high standards of work in children’s books and follow the school’s assessment, marking and homework policies fully;
* contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
* ensure that the current national conditions of employment for school teachers are met;
* be an excellent communicator and able to work successfully as part of a team;
* be enthusiastic and ensure children are inspired and motivated to learn;
* have high expectations of behaviour and excellent behaviour management strategies.

**Key Responsibilities**.

The Class Teacher will:

* have high expectations for pupils they teach;
* implement agreed school policies and guidelines;
* support initiatives decided by the Headteacher and senior staff;
* plan appropriately to meet the needs of all pupils, including those with special educational needs and those identified as gifted and talented, through differentiation of tasks;
* be able to set clear targets, based on prior attainment, for pupils’ learning;
* provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils, and displays are of a high standard;
* keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning, including the use of Assessment Manager for tracking pupil’s progress;
* use data effectively, attend and provide information to senior leaders in half termly pupil progress meetings in order to plan for next steps in learning and the early identification of barriers to learning;
* report to parents on the development, progress and attainment of pupils;
* maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
* participate in meetings which relate to the school's management, curriculum, administration or organisation;
* communicate and co-operate with specialists from outside agencies;
* lead, organise and direct support staff within the classroom;
* participate in the performance management system for the appraisal of their own performance,
* ensure the safeguarding and welfare of all children and support the Learning Mentor, and Special Educational Needs Co-ordinator, in their work with vulnerable children and their families.
* develop and maintain positive and effective professional relationships with colleagues, parents, the local community and Governors.

This job description will be reviewed at least annually as part of the Performance Management programme. The Head Teacher may modify it after consultation with the post holder at any time to reflect or anticipate changes in the job, commensurate with the salary and job title.

The post-holder will be expected to operate under the current School Teachers’ Pay and Conditions of Service Document.

**Mrs. Helen Blakeley 14.4.20**