

Lancastrian Infant School
JOB DESCRIPTION KS1 CLASS TEACHER

Responsible to Head teacher and governors.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Job purpose

- To carry out the professional duties of a class teacher as set out in the current School Teacher's Pay and Conditions Document, in accordance with the school's policies under the direction of the Head teacher.
- To play a full part in the life of the school community.
- To contribute to raising standards of pupil attainment and progress.

Core requirements of the post

- To teach an appropriate curriculum in accordance with the school's Learning and Teaching Policy, National Curriculum, Subject Policies and Medium Term plans
- To teach according to the educational needs of the children including the planning, preparation and assessment of the work to be carried out by them.
- To ensure Health and Safety policies are observed.
- To take pastoral responsibility for the pupils in the class and liaise with their parents.
- To work closely with and support colleagues in the school.
- To set and maintain high expectations for good behaviour and discipline for the class and share and support general whole school maintenance of the behaviour and discipline policy.
- To maintain good punctuality, planning, record keeping, classroom organisation and communication.
- To initiate displays to support and stimulate learning.
- To maintain a stimulating learning environment and contribute towards the wider school learning environment.

Planning, Teaching and Class Management

- To identify clear teaching objectives for pupils specifying how they will be taught and assessed.
- To set appropriate/differentiated tasks that challenge pupils and ensure high levels of interest.
- To set clear targets, building on prior attainment.
- To identify SEN and very able pupils.
- To work closely with other colleagues especially SENCO to ensure work meets the needs of all pupils.
- To be responsible for own planning.
- To assist in planning and integrating activities for pupils in accordance with the school policies, guidelines and schemes of work in order to ensure coverage of programmes of study.
- To take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
- To use a variety of teaching strategies which involve:
 - planned adult intervention and first-hand experience
 - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- To encourage pupils to think and talk about their learning and develop self-control and independence.
- To prepare and keep records, IEPs, reports, targets and assessments.
- To liaise with colleagues regarding pupils' progress and needs especially at times of transfer.
- To plan and support the work of teaching assistants working with pupils in the class.
- To evaluate own teaching critically and use this to improve own effectiveness.
- To fulfil the requirements of Performance Management and Continued Professional Development.

Monitoring, Assessment, Recording and Reporting

- To mark and monitor pupils' class and homework providing oral and written feedback and setting targets for pupils' progress.
- To assess and record pupils' progress systematically and monitor pupil progress to inform future planning.
- To undertake assessment of pupils as requested by examination bodies, departmental and school procedures
- To prepare and present informative reports on pupil progress and levels of attainment to parents.
- To report to Governors and staff as required.

Other Professional Requirements

- To attend and participate in INSET days, staff meetings and planning meetings.
- To work to and achieve any set deadlines.
- To set a good example to pupils and colleagues in presentation and personal conduct.
- To endeavour to give every child the opportunity to reach their potential and meet high expectations.
- To contribute positively and effectively to the Every Child Matters agenda.
- To periodically review personal teaching methods and curriculum content in light of education developments and or personal/professional training

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.