

# Priory School

## Job Description: Class Teacher

**Responsible to:** Year Leader

### Main purpose of the job:

- To carry out duties of a school teacher as set out in paragraphs 61 to 63 inclusive of the School Teachers' Pay and Conditions Document 2011
- To comply with the DfE Teachers' Standards September 2012
- To plan, implement and deliver an appropriate and differentiated curriculum for all pupils in their class
- To contribute to raising standards of pupil attainment
- To promote the progress and well-being of every child in the class assigned to them

### Responsibilities:

- Monitor and evaluate pupil achievement, attainment and progress in all areas of the curriculum
- Liaise with relevant staff to ensure continuity and progression for all children
- Set appropriate expectations in relation to standards of pupil's achievements and progress establish clear targets for improvement in all areas of the curriculum
- Monitor progress and ensure appropriate action plans are in place where issues are identified and collect and interpret specialist data for these pupils
- Maintain appropriate records and provide accurate information on pupil progress, development and attainment and other relevant matters as required by the school
- To have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager

### Other Professional Requirements

- Teach assigned pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs
- Be a role model for the ethos and core values of the school while teaching pupils
- Assist in the development of appropriate syllabuses, resources, schemes of work, policies and teaching strategies within the school
- Implement and follow school policies and procedures as approved by the Governors and SLT
- Take joint responsibility with all other staff for the pastoral care and behaviour management of all pupils and maintain good order and discipline in the classroom
- Ensure planning is effectively carried out and ensure individual needs are being met
- Contribute to the reporting arrangements to parents
- Ensure the maintenance of a structured and stimulating environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development
- Mark and give feedback, in line with school policy, on work set in school and for homework so that learners are informed how to improve

### Behaviour and Safety

- Lead by example as a teacher and as a manager, achieving high standards of pupil behaviour
- Together with members of SLT, be responsible for all aspects of safeguarding of pupils
- Be aware of and comply with the school's behaviour policy

## Leadership and Management

- Contribute to upholding the core values and ethos of the school
- Support the Headteacher and SLT in the review, implantation, development and monitoring of whole school policies which promote the school's values, aims and objectives
- Take responsibility for a curriculum area
- Attend team and staff meetings and ensure minutes are followed up if unable to attend
- To take part in the school's staff development programme by participating in arrangements and opportunities for continuous professional development
- To alert the Headteacher of any persistent or major problems being experienced by pupils and contribute towards a solution
- Ensure the effective and efficient use of any staff supporting teaching and learning in the classroom
- Establish good relationships, encourage good working practices and support other members of staff
- Establish good relationships with parents, carers and outside agencies
- Plan, organise, minute and chair meetings where appropriate
- Attend and participate in parent consultations

## Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

## Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People' (January 2009). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times

## Freedom of Information

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

## No Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.

