



## Little Heath Primary School - Class Teacher Job Description

### **1. Set high expectations which inspire, motivate and challenge pupils**

- ✓ Establish a safe and stimulating environment for pupils, rooted in mutual respect
- ✓ Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- ✓ Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

### **2. Promote good progress and outcomes by pupils**

- ✓ Be accountable for pupils' attainment, progress and outcomes
- ✓ Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- ✓ Guide pupils to reflect on the progress they have made and their emerging needs
- ✓ Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- ✓ Encourage pupils to take a responsible and conscientious attitude to their own work and study.

### **3. Demonstrate good subject and curriculum knowledge**

- ✓ Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- ✓ Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- ✓ Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of Standard English, whatever the teacher's specialist subject
- ✓ If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- ✓ If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

### **4. Plan and teach well structured lessons**

- ✓ Impart knowledge and develop understanding through effective use of lesson time
- ✓ Promote a love of learning and children's intellectual curiosity

- ✓ Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- ✓ Reflect systematically on the effectiveness of lessons and approaches to teaching
- ✓ Contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

#### **5. Adapt teaching to respond to the strengths and needs of all pupils**

- ✓ Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- ✓ Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- ✓ Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- ✓ Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

#### **6. Make accurate and productive use of assessment**

- ✓ Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- ✓ Make use of formative and summative assessment to secure pupils' progress
- ✓ Use relevant data to monitor progress, set targets, and plan subsequent lessons
- ✓ Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

#### **7. Manage behaviour effectively to ensure a good and safe learning environment**

- ✓ Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- ✓ Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- ✓ Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- ✓ Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

#### **8. Fulfil wider professional responsibilities**

- ✓ Make a positive contribution to the wider life and ethos of the school
- ✓ Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

- ✓ Deploy support staff effectively
- ✓ Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- ✓ Communicate effectively with parents with regard to pupils' achievements and well-being.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** To be negotiated with the successful candidate.

**Responsible to:** The Governing Body, Headteacher and Senior Leadership Team.

**Date Reviewed:** January 2022