



Flitwick Lower School

Job Description: Class Teacher – Maternity Cover

MPS

Post Holder:

Post Held:

Co-ordinator responsibility:

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document 2018, the required standards for Qualified Teacher Status as set out in the Teaching Standards 2012 (Updated 2013) and other current legislation.

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

Areas of Responsibility and Key Tasks

a) Planning, Teaching and Class Management - To

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- ensuring lessons are differentiated to meet the needs of all pupils and where necessary
- identify and provide clear and structured interventions.
- provide clear structures for lessons maintaining pace, motivation and challenge;
- make effective use of assessment and ensure coverage of programmes of study;
- ensure effective teaching and best use of available time;
- monitor and intervene to ensure sound learning and discipline
- Use a variety of teaching methods to:
 - a. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - b. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - c. select appropriate learning resources and develop learning skills through library, I.C.T, visits and visitors
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluate their own teaching critically to improve effectiveness

b) Monitoring, Assessment, Recording, Reporting - To:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- Track and analyse pupils attainment and progress using school systems and report as required

- provide or contribute to oral and written assessments, reports and references relating to groups or individual pupils.
- prepare and present informative reports to parents.

c) Other Professional Requirements - To:

- maintain good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Ensure all pupils are safeguarded through continuous reviewing and adherence to safeguarding and prevent policies.
- have a working knowledge of teachers' professional duties and legal liabilities;
- act as a subject leader, leading a curriculum area as designated by the Head teacher;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.
- take on any additional responsibilities which might from time to time be determined.

Job context

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers expect those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

Teachers on the upper pay scale can be expected to make a particular contribution to building team commitment in line with statutory requirements to meet threshold standards

In particular teachers are UPS 3 will:

- provide a role model for professional practice in the school
- make a distinctive contribution compared with other teachers
- contribute effectively to the wider team.

Entitlements

- Annual Appraisal Review
- Training and development within the school's Inset and CPD programme.
- Appropriate support from the Senior Management Team
- To be consulted before any change is made to this job description

Date:

Review:

Signed

Dated:.....