

## **MPS Classteacher**

**School: Alphington**

**Salary Grade: MPS**

**Title: Class Teacher**

**Responsible to: Headteacher**

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

### **MAIN PURPOSE OF THE JOB**

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

Raise standards of student attainment and achievement and monitor and support student progress.

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third party services.

## **Duties and responsibilities**

### **1. Teaching**

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of *all* pupils
- Set high expectations which inspire, motivate and challenge *all* pupils
- Promote good progress and outcomes by *all* pupils
- Demonstrate strong subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

### **2. Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes

- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### **3. Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training, development and coaching in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

### **4. Communication**

- Communicate effectively with pupils, parents, carers and governors

### **5. Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **6. Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Adhere to the Trust's code of conduct

### **7. Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

### **8. Support the development of a subject across the school.**

This could involve any of the following:

- Action planning: writing a plan and monitoring and evaluating it during the year.

- Resourcing: Annual audit, ordering resources, termly tidying, managing the budget and applying for any grants.
- Standards: Monitoring standards of attainment and achievement, identifying poorly performing groups of pupils and ensuring there is provision for them to close the gap across the school
- Policy writing and updating policies and guidelines “so that everyone knows what they should be doing”.
- Curriculum: Ensuring due prominence of own subject within thematic framework.
- Monitoring: lesson observations, pupil interviews, work scrutiny, checking planning.
- Assessment: Assessing work samples, analysing test data.
- Supporting: Assisting colleagues with planning and delivery.
- Professional Development: Keeping up-to-date with curriculum development, organising and leading training, visiting other schools.
- Promoting the subject: Organising special events
- Making strategic decisions: e.g. whether to follow a particular scheme or approach.
- Keep headteacher and governors regularly informed of all relevant developments.

***At ELAT all staff are expected to model the behaviours of a professional at all times.***

Name: (Printed)	
Signed:	
Date:	