**JOB DESCRIPTION**

DURATION: Fixed Term until 4/12/2022

POST:  **Maternity Cover Class Teacher**

GRADE: Teacher’s Pay Scale

RESPONSIBLE TO: Headteacher

RESPONSIBLE FOR: Maternity Cover for Year 4 Class Teacher

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| **PURPOSE** | **To take responsibility for the education and welfare of a designated class of children and teach in accordance with the current School Teachers’ Pay and Conditions document, having due regard to the requirements of the National Curriculum, LA and school policies.** |
| **TO WHOM THE POSTHOLDER REPORTS TO** | The postholder is responsible to the:   * Headteacher in all matters * The relevant member of the school leadership group in respect of curriculum and pastoral matters   **The postholder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum with the aim of improving teaching and learning across the school.** |
| **THE PERSONS LINE MANAGED BY THE POSTHOLDER** | The postholder is responsible for:  The supervision of all classroom support in conjunction with the SENCO and SLT |
| **DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POST** | **Planning and setting expectations:**   * Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught. Plan to ensure pace and challenge for the pupils. * Plan to show clear progression in pupils’ learning and differentiate plans according to the range of ability and/or needs. * Set appropriate and challenging expectations for all pupils’ learning and plan lessons to inspire and motivate them. * Set clear, challenging targets for pupils’ learning, building on prior attainment. * Identify pupils who have special educational needs, plan according to their needs and know where to get help in order to give positive and targeted support. * Keep track of Pupil Premium children and their progress. * To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.   **Teaching and managing pupil learning:**   * Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained and best use is made of teaching time. * Use teaching methods which keep pupils engaged, including stimulating pupils’ intellectual curiosity, effective questioning and response, clear presentation and good use of resources. * Plan opportunities to contribute to pupils’ personal, spiritual, moral, social and cultural development. * Set high expectations for pupils’ behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.   **Pupil Achievement:**   * Secure very good progress towards pupil targets as agreed with the SLT.   **Relations with parents and wider community**   * Know how to prepare and present informative reports to parents. * Recognise that learning takes place outside the school context and provide opportunities to develop pupils’ understanding by relating their learning to real and work-related examples. |
| **STAFF DEVELOPMENT** | **Managing own performance and development:**   * Understand the need to take responsibility for own professional development and, in conjunction with the Senior Leadership Team, plan opportunities for meeting development needs. Keep up to date with research and developments in pedagogy and in the subjects taught. * Understand professional responsibilities in relation to following school policies and practices. * Set a good example to the pupils they teach in their presentation and their personal conduct. * Evaluate their own teaching critically and use this to improve their effectiveness. * Participate in meetings which relate to the curriculum, administration and organisation of the school. |
| **ASSESSMENT** | **Assessment and evaluation:**   * Mark and monitor pupil’s class work providing constructive oral and written feedback, setting targets for pupils’ progress. Assess how well learning objectives have been achieved and use this assessment plan for future teaching. * Assess and record each pupil’s progress systematically and use records to ensure that pupils make demonstrable progress in accordance with school expectations. * Write reports as required and according to the school’s format and procedures. |
| **RESOURCE MANAGEMENT** | * Select and make good use of teaching materials, computing and other learning resources which enable teaching objectives to be met. * Arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning. |
| **GENERIC DUTIES AND RESPONSIBILITIES** | **Have knowledge and understanding of:**   * School policies and guidelines on the curriculum and school organisation * The relevant aspects of the National Curriculum, RE, PSHE and other statutory requirements. * The requirements in terms of learning and progression for children throughout the primary phase, including key stages other than that taught. * The SEN Code of Practice and the Disability Discrimination Act, including the identification and assessment procedures for SEN pupils. * Subject knowledge at the appropriate level to respond to pupil’s questions and know about their common misconceptions and mistakes.   **Safeguarding Children**   * Understand fully and comply with the duties and responsibilities in relation to child protection and safeguarding children and young people. * Understand fully and comply with the school’s Safeguarding/child protection policy and ensure that all issues relating to pupils’ safeguarding are reported immediately to the designated members of staff. * To liaise as appropriate with other professionals and outside agencies.   **The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.** |
| **POST THRESHOLD EXPECTATIONS** | * + Provide a role-model for teaching and learning including doing demonstration lessons and partnership teaching;   + Make a substantial and sustained contribution (specifically agreed through performance management system) to the raising of pupil standards and contribute effectively to the work of the wider school team. |

Undertake any additional responsibilities or duties which from time to time may reasonably be directed by the Head teacher.

***This role description will be reviewed annually as part of the performance management review process after consultation with the Headteacher and postholder.***

Signed……………………………………………Classteacher…………………date……………

Signed……………………………………………Headteacher…………………date………………