



**Park Hill Primary School**  
**CLASS TEACHER**  
**JOB DESCRIPTION**

<b>Title</b>	<b>Class Teacher KS2</b>
<b>Salary grade</b>	<b>TMS / UPS</b>
<b>Responsible to</b>	<p>The class teacher is responsible to:</p> <ul style="list-style-type: none"> <li>• the Headteacher in all matters and the designated person in the Headteacher's absence;</li> <li>• the school leadership/senior management team in respect of curriculum and pastoral matters.</li> </ul>
<p>All members of the teaching staff are required to carry out the duties of a school teacher as set out in the current DFE 'School Teacher's Pay and Conditions' document (DFE 00537-2104) and the 'Teacher's Standards' (2014).</p> <p><i>'Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical: forge positive professional relationships: and work with parents in the best interests of their pupils'</i>  <i>(Teachers Standards 2014)</i></p>	
<b>Job purpose</b>	<p>The class teacher will:</p> <ul style="list-style-type: none"> <li>• teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;</li> <li>• implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and support a designated curriculum area as appropriate;</li> <li>• monitor and support the overall progress and development of pupils;</li> <li>• contribute to raising standards of pupil attainment;</li> <li>• share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment;</li> <li>• maintain the positive ethos and core values of the school, both inside and outside the classroom;</li> <li>• contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.</li> </ul>
<b>Duties and responsibilities</b>	<p>The class teacher will:</p> <ul style="list-style-type: none"> <li>• implement agreed school policies and guidelines;</li> <li>• support initiatives decided by the Headteacher and contribute to the achievement of the school development plan and its implementation;</li> <li>• plan appropriately to meet the needs of all pupils, through differentiation of tasks;</li> <li>• be able to set clear targets, based on prior attainment, for pupils' learning;</li> </ul>

	<ul style="list-style-type: none"> <li>• provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;</li> <li>• keep appropriate and efficient records, integrating formative and summative assessment (assessment for learning) into weekly and termly planning;</li> <li>• report to the headteacher, senior management and parents on the development, progress and attainment of pupils;</li> <li>• maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy; maintain the school's ethos when talking to children and dealing with issues.</li> <li>• take part in and contribute to meetings; cooperate with and, where appropriate, advise the headteacher and other colleagues in the review, development and management of a subject in the school;</li> <li>• plan for, organise and direct the work of support staff within the classroom;</li> <li>• participate in the performance management system for the appraisal of their own performance, or that of other teachers and/or teaching assistants where necessary;</li> <li>• communicate and co-operate with specialists from outside agencies;</li> </ul>
<p><b>Subject Leader duties and responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Assist in the development of appropriate curriculum, resources, schemes of work, marking policies and teaching strategies in the agreed subject areas preparing a subject action plan to aid school improvement;</li> <li>• monitor and assist in the evaluation of the delivery of the agreed curriculum areas across the school and keep appropriate records of monitoring activities;</li> <li>• keep up to date in the agreed subject areas through research, CPD etc in order to develop own expertise and that of others;</li> <li>• act as a consultant to other staff, including the headteacher;</li> <li>• produce, in consultation with colleagues, written subject policies and guidance and lead staff in the discussion of subject policy and guidance;</li> <li>• oversee the effective deployment of curriculum resources and equipment in the agreed curriculum areas;</li> <li>• ensure 'Best Value' in the procurement of resources in the agreed curriculum areas;</li> <li>• ensure legal compliance with statutory curriculum guidance;</li> <li>• coach colleagues to ensure good practice in the agreed curriculum areas;</li> <li>• Engage fully with colleagues from other schools in the Network 10 school to school support systems and practices</li> <li>• Create and maintain positive relationships with staff, parents and Governors</li> </ul>

**Post Threshold Expectations**

*A teacher on the Upper Pay Scale should be highly competent in all elements of the Teachers Standards 2014:*

- All teaching to be good or better with a percentage being outstanding
- All pupils make at least good progress
- UPS teachers should be exemplary- a role model for less experienced staff
- UPS teachers should be willing to share good practice
- *Achievements and contributions to the school are substantial and sustained. UPS teachers should:*
- Be an effective part of the school team
- Encourage and support good morale and a positive ethos across the school
- Be willing to undertake additional responsibility when required
- Impact on overall school effectiveness
- Be willing to plan and provide quality CPD which will enhance teaching and learning across the school