

Job Description
Class Teacher
(MPS)



Waynflete Infants' School
Academy for Early Learning



Accountable to:

The Governing Body (Academy Trust)
Headteacher and Members of Senior Management team

Role Summary:

The Class Teacher is responsible for delivering learning in accordance with the Curriculum, designed by the Headteacher, based on school strategy and national guidelines including Teachers' Standards (Guidance for school leaders, school staff and governing bodies) and the School Teachers' Pay and Conditions Document (STPCD).

Key Tasks and Activities

- Understand the needs of individual children.
- Develop pupils practical/life skills.
- Develop and prepare learning materials according to the children's needs.
- Maintain a well-equipped and organised classroom with appropriate displays, resource areas and materials for the children's use.
- Attend meetings, carry out administrative tasks and duties as requested
- Keep up to date with policy and health & safety compliance as requested
- Participate in appropriate meetings with parents & colleagues
- Ensure that all lessons are well structured, with clear objectives, a good pace of learning and appropriate level of challenge and expectation for all children.
- Assist in the development, continuity and progression in all areas of the school curriculum by planning with colleagues as part of a team within the Foundation Stage or with all school staff.
- Represent school at curriculum cluster meetings reporting back findings to colleagues within the school. Ensure that positive networks are built.
- Promote a rich, stimulating and caring environment to encourage all pupils to learn.
- Deliver effective learning for all.
- Monitor and assess own performance.
- Report progress against targets.
- Manage pupil behaviour and standards, encouraging a high standard of behaviour and mutual respect between all members of the school community.
- Gain an understanding of each child's previous educational experience and have adequate knowledge of their home background including medical concerns ethnic origin home language and religion.
- Celebrate the achievements and creativity of all pupils.
- Ensure the school's open-door policy is fully implemented so that parents are made to feel important and welcome visitors.
- Is supportive of and sensitive to the needs of colleagues.
- Observe patterns of behaviour including absence and punctuality highlighting concerns to the Headteacher.
- Operate within the School Improvement Plan
- Keep up to date with relevant initiatives and development in area of expertise.
- To ensure health and safety for both children and adults.
- To attend governor meetings as required.

Resources

- Operate relevant equipment/ICT packages (e.g Office 365, Microsoft Teams, SIMS)
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Manage support staff (include AOTT) within the year group team, ensuring they are fully utilised.
- Ensure effective communication with all colleagues (teaching and support staff)