

<b>Post Title:</b>	<b>CLASSROOM TEACHER</b>
<b>School:</b>	<b>Diocese of Chelmsford Vines Schools Trust</b>
<p>The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay &amp; Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:</p>	
<b>Purpose:</b>	<p>Responsibility for a Class</p> <p>Co-ordinating activities relating to all curriculum areas, to include:</p> <ul style="list-style-type: none"> <li>• Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice</li> <li>• Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment</li> <li>• Giving guidance, support and encouragement to staff and leading in-service development sessions</li> </ul>
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Learning Support Assistants (class and 1:1)
<b>Scope:</b>	<p>Classroom teacher</p> <p>Subject Co-ordination</p>
<b>Salary/Grade:</b>	Main Scale
<p><b>MAIN (CORE) DUTIES</b></p> <p><b>Planning</b></p> <p>Plan teaching to achieve progression pupils' learning through:</p> <ul style="list-style-type: none"> <li>• Identifying clear teaching and learning objectives and specifying how they will be taught and assessed.</li> <li>• Setting tasks, including homework, which challenge pupils and ensure a high level of interest.</li> <li>• Setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work.</li> <li>• Setting clear targets building on prior attainment.</li> <li>• Identifying the needs of individuals and groups within the class, taking note of IEPs.</li> <li>• Making effective use of assessment information when placing lessons.</li> </ul>	

- Planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development.
- The use of Learning Support Assistant time as appropriate.

### **Teaching and Class Management**

- Maintain, promote and contribute to the Christian ethos of the school and the development of the Christian Life of the school in accordance with the school's Mission Statement, aims and objectives.
- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident.
- Set high expectations for pupils' behaviour, establishing and maintain a good standard of discipline through well-focused teaching and through positive productive relationships.
- Provide clear structures for lessons maintain pace, motivation and challenge.
- Use a variety of teaching methods to:
  - Structure information well, including outlining content and aims and summarising key points as the lesson progresses
  - Instruct, demonstrate and give accurate, well paced explanations using appropriate vocabulary
  - Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.
- Select appropriate learning resources and develop study skills through library, ICT and other sources
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Critically evaluate teaching to improve effectiveness

### **Monitoring, Assessment, Recording and Reporting**

- 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
- Prepare and present informative reports to parents

### **Other Professional Requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationship and set a good example through their presentation and personal and professional conduct
- Attend assemblies, register the attendance of pupils and supervise pupils whether these duties are to be performed before, during or after school sessions
- Endeavour to give every child the opportunity to reach their potential and meet high expectations

- Contribute to the life of the school through effective participations 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 as necessary
- Carry out responsibilities to promote and safeguard the welfare of all children according to the school's policies and procedures
- Participate fully in INSET days when required.
- In addition to carry out other duties as reasonably required by the headteacher.