



Building foundations for life

## **CLASS TEACHER'S JOB DESCRIPTION**

**Post Title: Class Teacher**

**Responsible to: Head Teacher**

### **DATE PALM STATEMENT of INTENT**

At Date Palm our vision is for the School to ensure our pupils grow like a Date Palm tree – with **strong foundations, lofty branches and produce fresh fruit**:

- ✓ To build **Strong Foundations for Character Development** that:  
Instil values; inspire each pupil; display best manners.
  
- ✓ To have **Lofty Branches of Educational Excellence** that will:  
Provide a broad and varied range of experiences and learning opportunities; Help each pupil progress and develop in all aspects; Support their skills and talents.
  
- ✓ To produce **Fresh Fruit that provides services to their Communities** in order to:  
Become responsible and confident citizens; Make a positive difference; Commit to charitable endeavours; Become effective contributors towards Britain's future.

### **Main Purpose**

To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.

### **KEY ACCOUNTABILITIES/TASKS**

#### **KNOWLEDGE AND UNDERSTANDING**

- To have an up to date knowledge and understanding of the professional duties of teachers and the statutory framework within which you work.
  
- To take responsibility for implementing school policies and practice, including those relating to equality of opportunity.



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## 1. PLANNING, PREPARATION AND ASSESSMENT (PPA)

a. Your PPA time should be used to:

- Plan and prepare lessons
  - Get up to date on paperwork to meet deadlines
  - Assess, record and report on the development of pupils
  - Participate in mentoring
  - Advising on the provision of continuous professional development
  - Support teachers who are experiencing difficulties
  - Produce high quality resources and materials, as required by the School Manager(s).
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- Plans should be available for inspection when requested
  - All preparation work i.e. photocopies should be done before the start of the lesson, and classes should not be disrupted due to lack of preparation.
  - Ensure that six weeks of planning is submitted before the first week of the half term holidays. A timetable will be given.
  - To differentiate homework and prepare additional homework to students that require it.
  - Assessments should be made of the children's progression on a continuous basis. Concerns of any child should be raised to the Head Teacher or Deputy. This should be recorded and evidence shown of what is being done to help that child.
  - To assess, record and monitor each pupil's progress in line with the National Framework profile and to report to parents.
  - To complete any assessments, evaluation sheets or other spreadsheets developed by the school and ensure that you are up to date.
  - To plan effectively to meet the needs of pupils with Special Educational Needs and in collaboration with the SENCO, prepare, implement, monitor and review One Page Profile.
  - Test papers should be devised by the teachers according to what is being taught. They should be recorded in a file and targets for children clearly labelled and marked
  - Submitting paperwork as advised by management within the deadlines.



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- To plan effectively to ensure pupils have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of pupils who are under achieving, very able, or not yet fluent in English.
- To use teaching strategies that keep pupils engaged through effective questioning, lively presentation and good use of resources.
- To create a safe and stimulating learning environment that supports learning and in which pupils feel secure and confident.
- To set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline based on mutual respect and personal responsibility.
- To set a good example to the pupils taught through one's presentation and one's personal conduct.

## **2. DEPLOYMENT OF TEACHING ASSISTANT**

- a. To ensure that TA is used productively and is involved in PPA (In your allocated time)
- b. TAs may be used to help in marking but the teacher is solely responsible for the comments made in the children's books and accountable for any discrepancies
- c. TAs should not be overburdened or continuously left alone to supervise pupils.

## **3. CLASSROOMS**

- a. To ensure that classroom is kept clean and tidy and ready for the next school day.
- b. Water should be available for the children at all times and cups should be washed and put away ready for the next school day.
- c. Teachers should not leave the classroom without reason. If you have been provided with an assistant then they should be used to do tasks outside of the classroom.
- d. Food and gum should not be consumed in the classrooms.
- e. It is the responsibility of all staff to take care of the school's property and the Health and Safety of the Children. Any spillages should be cleaned up immediately.



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- f. It is your responsibility to check that your classroom lights are switched off and any other electrical appliances when going for lunch and at the end of the school day. Staff should be mindful of their carbon footprint and care for the environment by not using excess water, electricity, paper, printing, photocopying etc.

## **WIDER PROFESSIONAL EFFECTIVENESS**

- To take responsibility for one's own professional development including Performance Management procedures.
- To attend training in and out of school, as directed by the Leadership Team.
- To work effectively as a member of the school team, establishing and maintaining good relationships with colleagues, parents and pupils.
- To manage support staff and other adults effectively, involving them where appropriate with the planning and management of pupil's learning.

### **Accountable for:**

- The education and welfare of the children in accordance with national conditions of service and the religious ethos of the school.
- The quality of learning and the achievements of all pupils in the class.

### **Authority to:**

- Implement rewards and sanctions within the school policies and procedures.
- Liase with parents or other responsible adults and with external professional staff in accordance with school policies and procedures.

### **Child Protection:**

- The school takes the safety of children seriously. All staff are expected to:
  - Follow the school's Child Protection Procedures.
  - Promote the safety and well-being of pupils and implement the school's safeguarding policy.



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**Entitlements:**

- Training and development within the school's INSET programme and in accordance with School training timetable.
- Appropriate professional support from the Headteacher and other colleagues.
- Performance Management

Date Palm Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All posts will require full vetting checks including references prior to interview and a DBS check.