



## Longlands Primary School

### Class Teacher (part time) Job Description

**Job title:** Class teacher – Longlands Primary School

**Salary:** Main scale M1 to M6

**Days:** 3.5 day/0.7 (days can be flexible) – Part Time

**Contract type:** Permanent

**Reporting to:** Headteacher

### Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

### Duties and responsibilities

#### Teaching and Learning

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils

- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for internal and external tests
- Liaise effectively with colleagues to ensure the successful transition of pupils throughout the school.

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Be prepared to participate in school trips and potentially residential visits.
- Lead a subject within the school (as designated) in order to secure high quality teaching and learning across the whole school

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Actively seek to promote the school's behaviour management policy and whole school ethos on behaviour (Pivotal approach)

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Act upon advice and feedback and be open to coaching and mentoring opportunities if provided

### **Communication**

- Communicate effectively with pupils, parents and carers
- Prepare for and lead parents' evenings twice per academic year
- Prepare and write reports for all pupils in class on an annual basis.

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

**Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

**Management of staff and resources**

Direct and supervise support staff assigned to them, and where appropriate, other teachers

- Deploy resources delegated i.e. if a budget is allocated or human resources (support staff)

**Other areas of responsibility**

As an employee of Longlands Primary School you will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

**Notes:**

This job description may be amended at any time in consultation with the postholder and will be reviewed annually.