



Jordans School

Class Teacher

Job Description

Responsible to: Head Teacher

Job Purpose:

A Jordans class teacher is an outstanding practitioner, promoting imaginative teaching and learning. You are a positive and inspiring role model for the children of the school, adhering to all school policies. A Jordans class teacher works in partnership with parents, is supportive of colleagues and fosters good working relationships and a friendly working environment.

Teaching:

- To follow the Teachers' Standards to an exemplary level
- To take responsibility for a class of children as designated by the Head Teacher.
- To plan creative, stimulating, challenging and enjoyable activities which provide children with unique and treasured learning opportunities.
- To assess, record and report on the progress and attainment of children according to the school Assessment Policy.
- To promote excellent behaviour management strategies, following Jordans School's behaviour policy.
- To teach children according to their educational needs, scaffolding, supporting or challenging, where required.
- To have high expectations of all learners.
- To embody a growth mindset approach.
- To include registration and other administrative matters relating to the class.
- To adhere to the school Code of Conduct.

Other duties:

- Maintaining excellent levels of discipline, and safeguarding the welfare, health and safety of the children when in school and when participating in off-site activities in accordance with the school's Child Protection Policy and 'Keeping Children Safe in Education'.
- Working within the school's equalities framework with an open and understanding view which is non-judgemental or stereotyped.
- To be responsible for the welfare, safety and professionalism of support staff, children and others working in the classroom and to ensure they are employed effectively.
- Communicating and consulting with parents of children.
- Promoting the progress and well-being of the children.
- Providing guidance to children in social and educational matters arising.

- Making records of the social, educational and personal needs of the children.
- Participating in Parent Consultation meetings.
- Communicating with members of staff and outside professionals.
- Making assessment records of the children to inform future planning and provision.
- Contributing to internal Pupil Progress Meetings.
- Participating in the school's Performance Management programme.
- Attending and contributing to continuous performance development opportunities.
- Reviewing when appropriate teaching methods and work programmes.
- Participating in school meetings relating to the curriculum, administration and organisation of the school.
- As a member of the team participate in the delivery of assemblies and playtime duties when appropriate.
- Advising and co-operating with the Head Teacher and other teachers on the preparation and development of school initiatives, the curriculum, teaching methods and assessment and pastoral arrangements.
- To take shared responsibility of the school environment and to encourage children to have pride in their school.

Co-ordination of a Curriculum Area:

- To be responsible, under the guidance and direction of the Head Teacher, for the development of a Curriculum area – to be discussed at interview.
- To contribute to the school's Teaching and Learning monitoring systems within that subject, evaluating the delivery of the subject across the school.
- To organise and manage resources which relate to that subject.
- To keep the policy for that subject up to date.
- To keep informed with current thinking and share with staff all significant developments as a subject champion.