



CENTRAL LEARNING  
PARTNERSHIP TRUST

## JOB DESCRIPTION – TEACHING STAFF

<b>Post Title:</b>	<b>Class teacher (MPS)</b>
<b>Scale:</b>	MPS
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Teaching and Learning
<b>Working hours /pattern/term:</b>	32 hours per week
<b>Location:</b>	The postholder will be based at Woden Primary School  The postholder may be required to work at another school in Wolverhampton from time to time or for a specified period.
<b>Disclosure level:</b>	Enhanced
<b>Post Purpose:</b>	Undertake a teaching role in accordance with the STPC, having due regard to the requirements of the National Curriculum, CLPT and school policies and directions given by the Headteacher and Governing Body.
<b>Main Duties and Responsibilities:</b>	Ensure the highest standards of teaching and learning within a part of school. Monitor in a classroom, the impact of effective teaching on standards of attainment and pupil progress. To carry out the duties of a teacher as outlined within this job description and with regard to Teacher's Pay and Conditions Document and Teacher Standards To have due regard for Teacher Standards and ensure expectations within this document are met.
<b>The postholder is required to undertake the following duties:</b>	
<b>Teaching</b>	
<ul style="list-style-type: none"><li>• Plan and teach lessons and sequences of lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.</li><li>• Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.</li><li>• Participate in arrangements for preparing pupils for external examinations.</li></ul>	
<b>Whole school organisation, strategy and development</b>	
<ul style="list-style-type: none"><li>• Support the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.</li><li>• Work with others on curriculum and/or pupil development to secure coordinated outcomes.</li><li>• Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.</li></ul>	
<b>Health, safety and discipline</b>	
<ul style="list-style-type: none"><li>• Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.</li></ul>	

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

### **Management of staff and resources**

- Direct and supervise support staff assigned to them.
- Deploy resources delegated to them.

### **Professional development**

- Participate in arrangements for the appraisal and review of their own performance and where appropriate, that of support staff.
- Participate in arrangements for their own further training and professional development and where appropriate, that of other teachers and support staff including induction.

### **Communication**

- Communicate with pupils, parents and carers.

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

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

### **Post Specific Responsibilities**

- Provide direction for a class or groups of children coordinating the teaching and learning of these children
- Share responsibility for the smooth and effective running of the year group, taking further responsibility where required
- Contribute to the school's programme of monitoring and evaluation of learning and teaching within assigned year group
- Support colleagues in year group encouraging the sharing of good practice
- Contribute to Teacher Assessment data reports on a regular basis and through the writing of Progress Stories
- Have total support of the school aims and ethos and the drive to ensure their implementation
- Contribute to the CPD programme for all staff in assigned year group
- Ensure effective lines of communication within year group ensuring personal access to information and guidance relating to curriculum, professional development and school daily management issues
- Share responsibility for ensuring staff well-being across the school
- Maintain a positive and constructive partnership with parents and the local community across the school
- Contribute to the leading of school assemblies
- Maintain a sound knowledge of statutory curriculum requirements and the requirements for assessment, recording and reporting pupil progress
- Undertake any other duties or responsibilities which may be reasonably regarded as within the nature of the post or determined by the Headteacher

### **Subject / Aspect Leadership**

- Reviewing and developing of curriculum policy in the subject/aspect
- Monitoring and evaluating the quality of planning in the subject/aspect of other teachers
- Observing teaching in the subject/aspect in order to evaluate strengths and areas for further development, or the impact of school improvement work
- Supporting development of teachers and support staff in the subject / aspect
- Evaluating relevant assessment information for individuals, groups or cohorts

- Suggesting issues in the subject/aspect for further development
- Reviewing and coordinating the usage of resources in the subject/aspect
- Reporting on progress, achievement and standards in the subject/aspect to staff, governors and parents
- Arranging and promoting relevant subject activities to promote pupils' enthusiasm and interest

Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.

Be aware of and comply with all school policies. In relation to child protection, health and safety, security, confidentiality and the Data Protection Act 1998 it is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.

To play a full part in the life of the school community, to support its distinctive mission and the ethos.

To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Disability Discrimination Act. Any changes of a permanent nature will be incorporated into the job description.

The school will endeavour to make any necessary reasonable adjustments to the post and working environment to enable access to employment opportunities for disabled post applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the post which are commensurate with the grade and job title.

**Endorsement**

**I accept the specified job description**

**Name** .....

**Signed** .....

**Date** .....