



JOB DESCRIPTION

Class Teacher

Job Title: CLASS TEACHER
Responsible to: Headteacher

Supervisory Responsibility:

The post holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities.

MAIN DUTIES AND RESPONSIBILITIES:

Main Purpose of the Job:

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, Trustees, other staff and external agencies in the best interests of pupils.
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the current Teacher Standards.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Duties and Responsibilities

All teachers are required to carry out the duties of a school teacher as set out in the current School Policies. Teachers should also have due regard to the Teacher Standards.

Teaching

- Deliver the curriculum as relevant to the age and ability groups that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils.
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.



- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English.
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.
- If teaching in Key Stage 2, demonstrate secure subject knowledge across the primary curriculum and the ability to deliver lessons that deepen pupils' understanding, develop critical thinking and promote high standards of attainment in core and foundation subjects.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Participate in arrangements for examinations and assessments within the remit of the School Policies.
- Demonstrate a secure understanding of effective strategies to support pupils with English as an Additional Language (EAL), including the development of vocabulary, oracy, reading comprehension and scaffolded classroom support to ensure full access to the curriculum.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current School Policies.



- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns in line with school safeguarding procedures.

Team working and Collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Work collaboratively with partner teachers to ensure continuity, consistency and high standards of teaching and learning.
- Where acting as a Subject Lead or Teaching Lead within a job-share arrangement, contribute to the professional development of teachers and support staff, including the induction of new teachers and teachers serving induction periods.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.

Fulfil Wider Professional Responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to pupils' achievements and wellbeing using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Contribute to after school extra-curricular provision.
- Make a positive contribution to the wider life and ethos of the school.

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Policies.

Professional Development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary and responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.



- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher.
- Attend all after-school meetings or, where part-time, attend meetings on agreed working days.
- Attend parents' evenings and end-of-year celebrations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that are in line with the purpose and grade of the role, as directed by the Headteacher. This includes complying with any reasonable request to support the effective operation of the school.

Commitment to safeguarding

Manchester Muslim Preparatory School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and trustees to share this commitment. Our recruitment process follows Keeping Children Safe in Education (KCSIE) statutory guidance.