



Milnrow Parish CE Primary School



CLASS TEACHER JOB DESCRIPTION

1. INTRODUCTION

1.1 NAME OF POSTHOLDER:

1.2 JOB TITLE: Class Teacher

1.3 JOB PURPOSE: Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.

Be responsible for leading and co-ordinating a subject / subjects areas throughout the school.

- 1.4 **Line Management:** Reporting to - Headteacher, Deputy Headteacher, Primary Strategy Managers.
Responsible for - Identified curriculum area - guidance of support staff
- 1.5 **Liaising With:** Governors, Headteacher, Deputy Headteacher, Bursar, Primary Strategy Managers, Teachers, Support Staff, Parents / Carers, LA representatives, external agencies.
- 1.6 **Salary Scale:** Main Pay Scale
- 1.7 **Working Time:** Full time as specified within the School Teachers' Pay and Conditions Document
- 1.8 **CRB Disclosure Level:** Enhanced

2. SCHOOL ETHOS

Work with the Headteacher and colleagues in promoting and securing the Aims of the school and its Mission Statement and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.

- 2.2 Actively support the school's policies relating to equality and diversity, anti-bullying, anti-racism, inclusion and health, safety and well being.
- 2.3 Promote the school and celebrate its success at every opportunity.
- 2.4 This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- 2.5 Attend, take part in and lead acts of collective worship in accordance with school policy.

3. CURRICULUM PLANNING AND PROVISION

- 3.1 Help develop and maintain a curriculum in line with the Early Years /National Curriculum Guidance and school policy to meet the needs of individual children within your class.
- 3.2 Work with other members of staff to ensure that the extremes of the ability range are catered for within the curriculum.
- 3.3 Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- 3.4 Support the Headteacher and Deputy Headteacher by actively contributing to the provision / supervision of an after school activity.
- 3.5 Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and ensure available resources are used effectively to support the curriculum.
- 3.6 Work with colleagues on the coordination of a subject area.
- 3.7 Under the direction and guidance of the Headteacher and SLT, actively contribute to and support the development of one or more specified curriculum aspects and or areas or pupils and or staff development.

4. TEACHING AND LEARNING

- 4.1 Produce coherent lesson plans which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
- 4.2 Employ a range of suitable teaching and learning strategies and styles to ensure effective learning. Work as a team member with colleagues to secure successful outcomes for pupils.
- 4.3 Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.

- 4.4 Develop, maintain and use resources appropriate to chosen learning objectives.
- 4.5 Ensure the effective deployment of teaching assistant support and any voluntary parental support in the classroom.
- 4.6 Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
- 4.7 Create and maintain an orderly, safe, stimulating and informative classroom environment.
- 4.8 Maintain good practice and implement changes in accordance with developments in educational theory and practice.
- 4.9 Set pupil targets, assess progress and maintain records in accordance with school policy.
- 4.10 Mark all written work produced by children in accordance with the schools' marking policy. Use marking to inform planning and teaching next steps.
- 4.11 Be responsible for leading and coordinating a subject (as listed under job title) across the school and as such prepare action plans and assist with schemes of work for this subject.
- 4.12 Within the role of subject co-ordinator ensure that the standards of the subject are monitored and reported to the Headteacher.

5. PASTORAL CARE

- 5.1 Develop positive relationships with all children and promote their general progress and well-being.
- 5.2 Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behaviour.
- 5.3 Alert line manager or senior management of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved. Know the designated teacher for Child Protection and follow the agreed procedures for Safeguarding.
- 5.4 Ensure a class code of conduct is implemented following appropriate consultation with pupils and relevant staff.
- 5.5 Maintain a system of rewards and sanctions which is understood and appreciated by pupils and parents.

6. PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING

- 6.1 Report appropriately to parents on the needs and progress of their children.
- 6.2 Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.

- 6.3 Support the work of the Parent-Teacher Association.
- 6.4 Uphold the school's well-established links with the local community and cluster of schools, the LEA, Colleges and other external agencies.
- 6.5 The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

7. APPRAISAL AND PROFESSIONAL DEVELOPMENT

- 7.1 Engage actively with the annual appraisal review process, in accordance with the school's policy.
- 7.2 Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- 7.3 Ensure colleagues receive information and feedback on professional development activities undertaken.

8. ADDITIONAL INFORMATION

8.1 You are employed in the capacity of a teacher subject to and with the benefits of, the conditions of employment set out, or referred to, in your letter of appointment and statement of particulars.

8.2 This job description is subject to amendment from time to time within the terms of your conditions of employment as the need of the school / service may require, but only to an extent consistent with those conditions of employment and only after consultation with you. The agreed Grievance procedures may be invoked in any dispute arising from this job description or subsequent amendment, in which teachers are advised to consult their Professional Association.

9. SIGNATURES

Both the headteacher and the post-holder are asked to sign and date this job description following consultation on its contents.

Signed..... (class teacher)

Print name

Date

Signed..... (Headteacher)

Print name

Date