

In Christ: be healthy, be happy, be helpful, believe.



Astley St Stephen's CE Primary School
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Headteacher: Mrs Jill Southern

Job Description for Full Time Temporary Class Teacher

Purpose

- To carry out the duties of the Teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions.
- To implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.
- To facilitate, support and monitor the overall progress and development of your class.
- To foster a learning environment and educational experience which provides pupils with the opportunity for fulfil their individual potential.
- To share in the development of the school curriculum, courses of study, teaching materials, teaching programs, methods of teaching and assessment and their review.
- To support and contribute to the school's responsibility for safeguarding children.

Reporting to:

- Headteacher and Assistant Headteacher's

Responsible For

The teacher will undertake all duties required of a qualified teacher identified in the School Teachers' Pay and Conditions Document and will undertake class teaching in a designated year group.

- Assist in whole school, year group and lesson planning which meets the needs of all pupils.
- Directing and supervising the work of the support staff in the classroom, to ensure that they are progressing the learning of pupils at all times.
- Co-operation and liaison with other professionals, including fellow staff and colleagues from external agencies (for example, specialist teachers from the LA support services, health professionals and social workers).



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Generic Responsibilities

- To teach pupils in your class according to their educational needs, including the setting and marking of work.
- To assess, record and report on the attendance, progress, development and attainment of assigned pupils and keep such records as are required by the school's systems.
- To ensure a high quality learning experience for pupils, which meets internal and external quality standards.
- To use a variety of delivery methods appropriate to pupils' learning styles and the varying demands of curriculum areas.
- To provide a positive, and conducive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy and systems.
- To participate in duty and assembly rotas.
- To be responsible for the co-ordination of a curriculum area, including ensuring a relevant and appropriate curriculum policy is produced and reviewed, according to the school's schedule, and is complimented by associated schemes of work.
- To collate and analyse information relating to the standards achieved for presentation to the Leadership Team.
- To communicate effectively with parents of pupils and with persons or bodies outside the school who are concerned with the welfare of pupils, after consultation with appropriate staff.
- To contribute to the personal, social, health, citizenship and enterprise education of pupils according to school policy.
- To work as a member of a designated team and contribute positively to effective working relationships within the school.
- To actively engage in performance management.
- To contribute to the formulation and implementation of the School Improvement Plan and associated action plans, as appropriate.
- To play a full part in the life of the school community, and support extra curricular opportunities.
- To follow and actively promote the school's policies.
- To comply with health and safety policy and undertake risk assessments as appropriate.
- To actively pursue own personal and professional development.

