

JOB DESCRIPTION

POST TITLE:	Class Teacher
LOCATION:	Windmill Church of England Primary School
SALARY GRADE:	MPS
RESPONSIBLE TO:	Head Teacher

To have qualified teacher status and to be responsible for carrying out the professional duties set out in the most recent Teachers' Pay and Conditions Document as directed by the Head Teacher, within the context of the job description set out below.

RESPONSIBILITIES AS A STANDARD SCALE TEACHER

- 1 To plan, deliver, monitor and evaluate programmes of education for a Key class of children
- 2 To demonstrate a commitment to positive behaviour management throughout the school
- 3 To attend to the administration of and accept responsibility for the pastoral needs of a class/group and to liaise with the Head Teacher and other colleagues (when appropriate) on particular pastoral problems
- 4 To share with other teachers the standing day to day or emergency arrangements for the supervision of pupils and the maintenance of good order and the school's timetable
- 5 To take responsibility for the development and coordination of a subject area throughout the school

DUTIES

Curricular

- 1 To plan activities and experiences appropriate to the age, ability and needs of pupils related to National Curriculum issues, so as to ensure pupils receive a broad and balanced curriculum
- 2 To follow the policies and schemes of work of the school, having regard for the materials and methods recommended

- 3 To assess and record pupil's progress and attainments in accordance with school policy
- 4 To set, mark, record and return work for pupils in accordance with the school's policy
- 5 To provide written reports to:
 - a) other agencies in accordance with school procedures and the Code of Practice;
 - b) parents in accordance with statutory requirements
- 6 To consult with the SENCO in developing IEP's/IBP's for pupils on the Special Needs Register
- 7 To create and maintain a stimulating, challenging environment within the classroom, and in the public areas, which encourages learning
- 8 To organise classroom resources to motivate children towards independence and self-reliance
- 9 To promote the academic progress and well being of individual pupils through personal guidance, parental involvement and professional consultations as may be necessary, having regard for the needs and abilities of each child

Pastoral

- 1 To promote, maintain and supervise the health and safety of pupils engaged in authorised school activities both on school premises and elsewhere
- 2 To promote the social welfare of pupils through personal counselling and prompt referral to the Head Teacher
- 3 To maintain current pupil records – administrative, academic and pastoral in accordance with the school system
- 4 To register pupils, encourage punctuality and reinforce school attendance procedures in consultation with the Head Teacher
- 5 To attend school Collective Worship and supervise the orderly movement of pupils to and from Collective Worship or in the case of withdrawal on moral grounds to carry out other duties as the Head Teacher may reasonably require

Curriculum Area of Responsibility

- 1 To be involved in the organisation, maintenance and review of resources and equipment for all age groups and abilities
- 2 To keep abreast of current trends and developments, attend relevant courses and disseminate information and ideas to colleagues
- 3 To monitor a departmental budget in consultation with the Head Teacher
- 4 To promote good practice by:
 - a liaising with colleagues, monitoring teaching and learning and giving practical support in planning and delivering classroom activities;
 - b demonstrating classroom expertise and organising the display work to show the quality of provision offered;
 - c delivering INSET
- 5 To be involved with colleagues in formulating, reviewing and modifying written policy/schemes of work compatible with the National Curriculum and assessment procedures
- 6 To liaise with the Head Teacher regarding evaluation of provision, new ideas and initiatives in order to ensure development and the achievement and maintenance of high standards.

General

- 1 To promote equal opportunities ensuring that specifics of gender, race, class, ability and disability are treated in a positive and non-discriminatory manner
- 2 To attend meetings with colleagues, parents or other agencies within specified time allocations and at reasonable advance notice
- 3 To consult and cooperate with colleagues on the preparation, development and review of schemes of work, teaching materials and methods and assessment
- 4 To comply with the cover arrangements for absent colleagues subject to current conditions of service and school procedures
- 5 To have a positive interest in professional development – attending meetings and Inservice training courses and participating in professional development

exercises as directed by the Head Teacher within the terms of the local scheme for the use of working time beyond the pupils' school year

- 6 To participate in Performance Management as required by Government Regulations
- 7 To carry out other duties as the Head Teacher may reasonably require, to the level expected of a teacher on the standard scale, relating to the efficient organisation of the school, and to any necessary adjustments in the specified time allocations.