

Post Ref:

Paddock Junior, Infant and Nursery School
Heaton Road, Paddock, Huddersfield West Yorkshire, HD1 4JJ

JOB DESCRIPTION

POST TITLE: KS2 Class teacher

SALARY Main scale

RESPONSIBLE TO Headteacher

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

RESPONSIBILITIES AS A MAIN SCALE TEACHER

1. To plan, deliver, monitor and evaluate programmes of education for a class of children.
2. To demonstrate a commitment to positive behaviour management throughout the school setting high expectations for children and demonstration as a good role model.
3. To accept responsibility for the pastoral needs of a class, and to liaise with the Headteacher and other colleagues as appropriate.
4. To participate in developing the curriculum throughout the school.
5. To have a positive interest in professional development – attending meetings and in-service training courses and participating in professional development exercise as directed by the Headteacher
6. To participate in Performance Management/NQT Induction as appropriate

Duties

Curricular

1. To plan activities and experiences appropriate to the age, ability and needs of pupils ensuring they receive a broad and balanced curriculum.
2. To follow the policies and schemes of work of the school.
3. To assess and record pupils' progress and attainment in accordance with school policy.
4. To set, mark and feedback on pupils work in accordance with the school's policy.
5. To provide written reports for
 - Other agencies in accordance with school procedures and the SEN Code of Practice
 - Parents in accordance with statutory requirements and school procedures.
6. To consult with the Inclusion Coordinator in developing IEPs for pupils on the Special Needs Register.
7. To create and maintain a stimulating, challenging, creative learning environment within the classroom that encourages and celebrates children's learning.
8. To organise classroom resources to motivate children towards independence and self-initiated learning.

Pastoral

1. To promote, maintain and supervise the health and safety of pupils whilst in your care at school or on visits.
2. To support the social welfare of pupils.
3. To maintain current pupil records in accordance with the school system

4. To register pupils, encourage punctuality and reinforce school attendance procedures.
5. To promote equal opportunities.

Curriculum responsibility

1. To have responsibility for the leadership and development of a curriculum area (not NQT).
2. To be involved in the organisation, maintenance and review of learning resources
3. To disseminate information and ideas to colleagues
4. To contribute to the review of the curriculum

General

1. To attend meetings with colleagues, parents or other agencies.
2. To carry out other duties as the Headteacher may deem reasonable, to the level expected of a teacher on the main scale, relating to the efficient organisation of the school and to any necessary adjustments in the specified time allocations.
3. As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Employment page, working for the Council on the Kirklees website under the following link:

<http://www.kirklees.gov.uk/employment/safeguarding.shtml>