

Headlands CE J I & N School
Headlands Road, Liversedge WF15 6PR

JOB DESCRIPTION

POST TITLE: Class teacher

SALARY: MPR/UPR

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. Actively promote the vision and values of the school
2. To plan, deliver, monitor and evaluate programmes of education for a class of children in Foundation Stage/Key Stage 1/Key Stage 2 as appropriate.
3. To demonstrate a commitment to positive behaviour management throughout the school, including upholding the school's Relationship and Emotion Coaching Policy.
4. To attend to the administration for and accept responsibility for the pastoral needs of a class and to liaise with the Headteacher and other colleagues as appropriate on particular pastoral problems.
5. To participate in developing the curriculum throughout the school.
6. To work within the parameters of the Local Authority and school safeguarding policy.

DUTIES

Curricular

1. To plan activities and experiences appropriate to the age, ability and needs of pupils related to the National Curriculum/EYFS/Primary Strategies 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 pupils' progress and attainment in accordance with school policy.
4. To set, mark and record work for pupils in accordance with the school's policy.
5. To provide written reports to:
 - Other agencies in accordance with school procedures and the SEND Code of Practice;
 - Parents in accordance with statutory requirements.
6. To consult with the SENDCO in developing provision for pupils on the SEND Register.
7. To create and maintain a stimulating, challenging environment within the classroom and in the public areas that encourage 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.
10. To be responsible for progress and attainment across the curriculum for children within the class.

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 Headteacher/DSL.
3. To maintain current pupil records in accordance with the school system.
4. To register pupils, encourage punctuality and reinforce school attendance procedures in consultation with the Headteacher.
5. To attend and lead school collective worship and to supervise children in the case of withdrawal on moral grounds.

Curriculum responsibility

1. To lead a curriculum area, where appropriate.
2. To lead to curriculum development within the given subject ensuring clarity of intent and fidelity of implementation.
3. Alongside SLT, monitor the impact of the curriculum.
4. To provide informed CPD to colleagues.
5. To lead the organisation, maintenance and review of curriculum resources.
6. To disseminate curriculum information to colleagues.

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.
3. To consult and cooperate with colleagues on the preparation, development and review of schemes of work, teaching materials and methods of assessment.
4. 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.
5. To participate in Appraisal/NQT Induction as appropriate.
6. To carry out other duties as the Headteacher may reasonably require, 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.