



JOB DESCRIPTION

POST TITLE: Class Teacher

LOCATION: Lydgate J&I School

SALARY GRADE: MPS

RESPONSIBLE TO: Headteacher

JOB PURPOSE: To carry out the duties of a school teacher as set out in the most recent School Teachers' Pay and Conditions Document and have due regard to the aims, ethos and policies of the school under the direction of and in consultation with the Headteacher.

A. Teaching and Learning

- 1 Plan activities and experiences appropriate to the age, ability and individual need of all pupils following the Curriculum Guidance for Foundation Stage and National Curriculum to ensure pupils receive a broad and balanced curriculum.
- 2 Set clear and challenging targets for learning, building on prior attainment.
- 3 Consider how the subjects can promote citizenship, spiritual cultural, mental and physical development and preparation for adult life.
- 4 Reviewing and maintaining resources and a high quality learning environment.
- 5 Recording pupil's profiles, progress and attainment in accordance with school policy.
- 6 To positively promote engagement with parents.

B. Continuous Development

- 1 To attend courses provided by organisations as and when appropriate and disseminate information.
- 2 Manage a curriculum area(s) of special interest where necessary:
 - (a) be involved in the organisation, maintenance and review of resources and equipment throughout school attached to that curriculum area(s);
 - (b) keep abreast of current trends and developments, attend relevant courses and disseminate information and ideas to colleagues associated with that curriculum area(s).

C. Assessment and Recording

- 1 Assess how well learning objectives have been achieved and use this assessment to inform future teaching.
- 2 Assess and record pupils' progress in accordance with School Policy and Statutory Guidance.
- 3 Mark and monitor class and homework, providing constructive oral and/or written feedback and setting targets for pupils' progress.
- 4 Provide written reports to:



(a) parents, in accordance with school procedures and statutory requirements;

(b) other agencies, in accordance with school procedures and Code of Practice. Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

D. 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 maintain current pupil records - administrative, academic and pastoral in accordance with the school system.
- 3 To register pupils, encourage punctuality and reinforce school attendance procedures in consultation with the Head Teacher.
- 4 To attend school Collective Worship and supervise the orderly movement of pupils to and from Collective Worship.
- 5 To care for the physical and emotional welfare of children, having high regard for health and safety and all aspects of safeguarding.

E. General

- 1 To promote equal opportunities ensuring that, specifics of gender, race, sexuality, class, ability and disability are treated in a positive and non-discriminatory manner.
- 2 To attend meetings with colleagues, parents or other agencies.
- 3 To have a positive interest in professional development - attending meetings and in-service training courses and participating in professional development exercises as directed by the Head Teacher.
- 4 To participate in Performance Management as required by Government Regulations.
- 5 To carry out other duties as the Head Teacher 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.

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 them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.

Please click [here](#) to read our safeguarding policy.

Alternatively go to <http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx>