

**Brockholes CE (C) Junior and Infant School  
Brockholes Lane, Brockholes, Holmfirth HD9 7EB**

**JOB DESCRIPTION  
PART-TIME TEACHER (0.66)**

**FIXED TERM APPOINTMENT  
(until 31<sup>st</sup> August 2023)**

**Job title:** Class Teacher

**Grade:** MPS

**Responsible to:** Head Teacher

All teachers must 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 Head Teacher, within the context of the job description set out below.

**1. Responsibilities**

- To plan, deliver, monitor and evaluate programmes of education for a class / group of children.
- To demonstrate a commitment to positive behaviour management throughout the school.
- To attend to the administration for and accept responsibility for the pastoral needs of a class / group and to liaise with the Head Teacher and other colleagues (when appropriate) on general pastoral issues.
- To share responsibility for the day to day management of the school by following the school's procedures and timetables (including supervision of children and maintaining good behaviour).
- To work alongside a curriculum team responsible for developing specific subject areas throughout the school.

**2. Duties**

**Curriculum**

- To take responsibility for the education and welfare of a designated class in accordance with the school's aims, objectives, policies and schemes of work.
- To plan activities and experiences appropriate to the age, ability and needs of the pupils related to the EYFS / National Curriculum and ensure that children receive a broad, balanced curriculum.
- To follow the policies, schemes of work and planning arrangements of the school.
- To assess, give feedback, record and report pupil progress and attainments in accordance with the school's Assessment Policy and SEND Policy.

- To consult with the SEND Team in developing ANP's / IBP's for pupils on the Special Educational Needs register.
- To create and maintain a stimulating and attractive learning environment within the classroom and throughout school.
- To manage and organise classroom and subject resources efficiently and effectively to support teaching and learning.
- To promote progress and attainment of individuals through effective teaching, pastoral guidance, good lines of communication with parents / carers, active involvement with outside agencies (where necessary) and a regard for the differing needs and abilities of each child.
- To ensure the well being of all pupils by celebrating the achievements and progress of each child in accordance with the school's systems and procedures.

### **Pastoral**

- To promote, maintain and supervise the health and safety of pupils engaged in authorised school activities both on the school premises and elsewhere.
- To promote the social welfare of pupils through an effective pastoral role with prompt referral to the 'designated person' if necessary.
- To take responsibility for and promote the social welfare of individual class members and share corporate responsibility for the well being and discipline of all pupils within school.
- To attend, within specific time allocations at reasonable advance notice, such regular or occasional meetings with colleagues, parents and outside agencies as required by the Head Teacher.

### **Leadership and Management**

- To assist in the management of the delivery of the EYFS / National Curriculum through curriculum team practices.

### **General**

- To promote equal opportunities ensuring that specifics of gender, race, class, ability and disability are treated in a positive and non-discriminatory manner.
- To attend meetings with colleagues, parents and other agencies within specified time allocations and at reasonable advanced notice.
- To participate in the school's teacher appraisal arrangements in order to meet national and local requirements.
- To have a positive interest in professional development and attend in-service training courses, meetings etc. as required.
- To carry out other duties as the Head Teacher may reasonably require, to the level expected of a teacher on standard scale, relating to the efficient organisation of the school.

**This job description may be amended at any time by negotiation with the Head Teacher. It will be reviewed as part of the Teacher Appraisal process and during regular personal professional interviews throughout the year.**