

Kirklees

COUNCIL

SERVICE AREA: EDUCATION

SECTION: Newsome Junior School

POST TITLE: CLASSROOM TEACHER – Key Stage 2

GRADE/SCALE: MAIN PAY SCALE

PURPOSE OF POST

To be responsible for carrying out the professional duties of a Class Teacher (Main Pay Scale) as set out in the Teacher's Pay and Conditions of Employment Document.

DUTIES AND RESPONSIBILITIES

1. To undertake class teaching duties for a class of KS2 age children including any children with special needs; providing them with an effective education in line with National Curriculum guidance and the school's aims and objectives.
2. To maintain an excellent learning environment and undertake tasks relating to the successful organisation of all classroom activities.
3. To plan and deliver lessons and schemes of work appropriate for the age range taught.
4. To maintain in all teaching groups a standard of conduct and discipline to promote the successful delivery of the teaching programme in line with school policies
5. To promote the academic progress of individual pupils through collaboration and professional consultation as may be necessary having regard to the needs and abilities of each child based on ongoing assessments.
6. To record pupil attainment and progress and provide reports as required by the agreed procedures in school
7. To promote the social and emotional welfare of individual pupils in the school.
8. To attend within the specified time allocations regular or occasional meetings with colleagues, parents, representatives of external agencies as required by the Head Teacher.
9. To co-ordinate, develop and/or advise on a national curriculum subject for Key Stage as appropriate.

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10. To supervise the work of support staff as required.
11. To supervise and actively maintain the good order and the health and safety of pupils engaged in authorised school activities both on site and elsewhere.
12. To comply with arrangements to cover for the absence of colleagues within the guidance of the current Pay and Conditions of Service.
13. To participate in Continuous Professional Development activities as required within the guidance of the current Pay and Conditions of Service.
14. To carry out other duties appropriate to the level expected of a teacher on Main Professional Grade relating to the efficient organisation of the school.

The postholder's duties must at all times be carried out in compliance with the Council's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

- a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- b) Co-operate with management of the Service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, eg operate safe working practices.
- c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The postholder should also counteract such practice or behaviour by challenging or reporting it.

RESPONSIBLE TO: The Head Teacher

Completed application forms should be returned to the Headteacher at the school by 12 noon on Tuesday 1st December 2020

JD Reference No	
JD Prepared / Amended	May 2019
Refers to Estab(s)	382 2045

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