



Federation of Savile Town CE (C) & Thornhill Lees CE (VC) I & N Schools



JOB TITLE: Class Teacher

SALARY GRADE: MPS

RESPONSIBLE TO: Headteacher

To have qualified Teacher status and to 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 PAY SCALE TEACHER

1. To plan, deliver, monitor and evaluate programmes of learning for a class/group of children as allocated by the Headteacher.
2. To complete the administration for and accept responsibility for the pastoral needs of a class/group and to liaise with the Headteacher and other colleagues (when appropriate) on particular pastoral needs.
3. To share with other Teachers the day to day or emergency arrangements for the supervision of pupils ensuring consistency and following the agreed school timetable.
4. To take responsibility for the development and co-ordination of a curriculum area throughout the school.

Duties

1. Curricular

- To plan activities and experiences appropriate to the age, ability and needs of pupils so as to ensure pupils receive a broad and balanced curriculum.
- To follow the policies and schemes of work of the school, having regard for the materials and methods recommended.
- To assess and record pupils' progress and attainments in accordance with school policy.
- To set, mark, record and monitor work for pupils in accordance with the school's policy.
- To provide written reports to (a) other agencies in accordance with school procedures and the Code of Practice and (b) to parents in accordance with statutory requirements.
- To consult with the SENCO in developing IEPs for pupils on the Special Needs Register.
- To create and maintain a stimulating, challenging environment within the classroom and in the public areas which encourages learning.
- To organise classroom resources to motivate children towards independence and self-reliance.
- To promote the academic progress and wellbeing 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.

2. Pastoral

- To promote, maintain and supervise the health and safety of pupils engaged in authorised school activities both on school premises and elsewhere.
- To promote the social welfare of pupils through personal counselling and prompt referral to the Headteacher.

3. Curriculum area of responsibility

- To keep abreast of current trends and developments, attend relevant courses and disseminate information and ideas to colleagues.
- To promote good practice by:
- Liaising with colleagues and giving practical support in planning and delivering classroom activities.
- Demonstrating classroom expertise and displaying work to show the quality of provision offered.
- Delivering Inset.
- To be involved with colleagues in formulating, reviewing and modifying a written policy.
- To liaise with the Senior Management Team and Headteacher regarding evaluation of provision, new ideas and initiatives in order to ensure development and the achievement and maintenance of high standards.

4. General

- To promote Equality & Diversity 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 or other agencies within specified time allocations and at reasonable advanced notice.
- To consult and co-operate with colleagues on the preparation, development and review of schemes of work, teaching materials and methods of assessment.
- 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 Headteacher within the terms of the local scheme for the use of working time beyond the pupils' school year.
- To participate in Performance Management as required by Government Regulations - 1 September 2000.
- To carry out other duties as the Headteacher may reasonably require, to the level expected of a Teacher on the standard scale, relating to the efficient organisation of the school, and to any necessary adjustments in the specified time allocations.

SIGNED _____

SIGNED _____ Headteacher

DATE _____