

**Belmont Primary School**

**JOB DESCRIPTION**

|  |
| --- |
| **Post held: Class Teacher****Job purpose: To ensure that high quality Teaching and Learning is**  **in place for all pupils** **Salary scale: MPS/UPS****Responsible to: Headteacher** |

**KEY PURPOSE OF THE JOB**

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers’ Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA and school policies.

**MAIN ACTIVITIES**

1. To take responsibility for planning and implementing appropriate learning programmes for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils’ progress to appropriate staff and to parents and carers, in accordance with school policy.
3. To manage additional adults within the classroom.

**PRINCIPAL ACCOUNTABILITIES**

**TEACHING**

1. To plan learning for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure a close match between the learning experiences offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. To make appropriate educational provision for children with SEN and those learning EAL, with support from the Inclusion Leader
4. Where possible, to make sure that the majority of the children’s learning is closely linked to first-hand practical experience.
5. To provide children with opportunities to manage their own learning and become independent learners.
6. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and behaviour.
7. To foster each child’s self-image and esteem and establish relationships which are based on mutual respect.
8. To maintain a high standard of display both in the classroom and in other areas of the school.
9. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
10. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.

1. To assess children’s progress, maintain records and provide written reports to parents and carers in accordance with school policies.
2. To communicate and consult with parents and carers and with outside agencies, as necessary, about children’s progress and attainment.
3. To ensure that the school’s aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
4. To liaise with support staff both school based, from the LA & from other external bodies as required.
5. To take responsibility for the management of other adults in the classroom.
6. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
7. To be aware of and comply with policies and procedures relating to safeguarding and Child Protection and report all concerns to the appropriate person.
8. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

**KEY ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school’s objectives in service delivery by:

1. Enactment of Health and Safety requirements and initiatives as directed
2. Ensuring compliance with Data Protection legislation
3. At all times operating within the school’s Equal Opportunities framework
4. Commitment and contribution to improving standards for pupils as appropriate
5. Acknowledging Customer Care and Quality initiatives
6. Contributing to the maintenance of a caring and stimulating environment for pupils

**General**

1. Take on any additional responsibilities which might, from time to time, be determined.

**Signed By:**

Post Holder: ……………………………………………………………………..

Print Name: ……………………………………………………………………...

Date: ……………………………………………………………………………...

Executive Head Teacher: …………………………………………………….

Print Name: ……………………………………………………………………...

Date: ……………………………………………………………………………...