

STRAND ON THE GREEN JUNIOR SCHOOL

Job Description

Class Teacher

Rationale:

The children in our care should have access to a broad, balanced and coherent curriculum that will give each individual the opportunity to maximise their potential. The children's particular/special needs should be taken into account when target setting and in the planning and preparation of lessons. The content of our curriculum and the style in which it is delivered should foster sound values in the children so that they have an understanding of equality of opportunity and respect for self and others. All duties should be carried out in accordance with the school's and the LA's policies for safeguarding and equal opportunities, maintaining confidentiality at all times. The job description has been drawn up in accordance with the relevant sections of the most recent Teachers' Pay and Conditions Document and the Teachers' Standards.

Class Teacher's Responsibilities:

- Teach the full range of curriculum subjects to a mixed ability class.
- Ensure the safety of the children in your care, doing any necessary risk assessments when required.
- Be watchful for child protection/safeguarding issues and inform the head teacher/deputy immediately of any concerns.
- Have high expectations for all children.
- Welcome children from Swan Center, liaising with colleagues to ensure the curriculum is adequately adjusted.
- Develop an autism friendly environment.
- Plan with year team colleagues and be prepared at the beginning of each lesson.
- With year team colleagues set and mark the children's homework.
- Regularly mark the children's work in accordance with the school's marking policy.
- Undertake record keeping and assessment in accordance with the school's policy.
- Annually report to parents on their child's academic and social progress giving them a clear idea if the child is achieving at an average, below average or above average level.
- Be available to discuss the annual report with parents if they so request.
- Attend parent consultation meetings in the autumn and spring terms and welcome parents into the classroom on Open Days.
- Contribute in your year group to curriculum/general information meetings for parents.
- Encourage parents/carers to get involved with the life of the school through the Friends of Strand.
- Liaise with colleagues inside and outside of school to ensure the educational and pastoral care of the children. In particular, to keep the SENDCo informed of any relevant issues and, where necessary, provide reports for meetings with outside agencies.
- Attend regular progress meetings with the head teacher and/or SENDCo to discuss the needs of individual children and contribute to the plan, do, review cycle.
- Troubleshoot any incidents of racism and/or bullying among the children using Method of Shared Concern where appropriate, passing on any concern to the head teacher.
- Create a stimulating learning environment and value children's work and help them to display it to best advantage inside and outside the classroom.
- Take care of the classroom environment and resources and ensure that your children do the same.
- Look after your laptop (ie transport and store safely, report faults promptly, protect from viruses etc).
- Encourage the children to clear away after each lesson and train them to tidy the room ready for cleaning at the end of the school day.
- Give appropriate encouragement and rewards to motivate your class.
- Establish clear behaviour boundaries with the children and invoke appropriate sanctions when these are contravened.
- Facilitate weekly meetings of the Class Council.
- Take class assembly as agreed.
- Offer a club activity at least once during the year.
- Be available for duty by 8.30 am until 3.45pm except for the agreed lunchtime period. Be available for five minutes at the beginning and end of lunchtime.
- Be prepared to answer any emergency calls during lunchtimes.

- Undertake playground duties and wet break supervision in accordance with the schools guidance.
- Welcome and supervise children on the rare occurrence of a class split. Prepare and leave appropriate work when away from class other than at PPA periods.
- Attend school and staff development (SSD) meetings.
- Keep informed of school events and procedures by referring to the white board in the staff room and the Staff Handbook.
- Regularly check and update the electronic diary.
- Regularly check and clear your pigeon-hole.
- Keep in touch with new developments in order to update skills by attending meetings and courses, reading, liaising and visiting other schools and contributing to working groups.
- Contribute to curriculum groups as necessary.
- Take responsibility for a curriculum area as required by the head teacher or year team leader (YTL).

From time to time, undertake additional duties at the reasonable request of the head teacher.

Updated RW (October 2018)