

Park Lane Primary School and Nursery

JOB DESCRIPTION

<u>JOB TITLE:</u>	CLASS TEACHER
<u>HOURS:</u>	As required
<u>SALARY SCALE:</u>	Main Pay Scale
<u>ANNUAL LEAVE:</u>	N/A
<u>LOCATION:</u>	Park Lane Primary School and Nursery.
<u>REPORTS TO:</u>	The Head of School, who has overall responsibility for the school

GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL and NURSERY STAFF:

1. To carry out school policy as documented and/or as directed by the Head of School.
2. To present the school and nursery in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school and nursery.
5. To assist in the provision of a high quality educational experience for all children.
6. To assist in the provision of a high quality service leading to reduced inequalities and improved outcomes for children

GENERAL REQUIREMENTS:

1. The Appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher status and other current legislation.
2. Foster good professional relationships with all staff, providing guidance and support in implementing policies and procedures. Promote good relations with parents, governors, volunteers and the wider community, ensuring, as far as possible, the involvement of all in the life and ethos of the school.
3. Demonstrate strategic vision and planning, making use of detailed information and statistical analysis to improve pupil performance.

DUTIES TO INCLUDE:

Teaching and learning:

1. To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
2. To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
3. To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
4. To maintain good order and discipline among the pupils, safeguarding their health and safety.
5. To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
6. To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
7. To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
8. To prepare appropriate records for the transfer of pupils.
9. To ensure effective use of support staff within the classroom, including parent helpers.
10. To participate in staff meetings as required.
11. Contribute to the development and co-ordination of a particular area of the curriculum.
12. To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
13. To ensure that school policies are reflected in daily practice.
14. To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
15. To liaise with outside agencies when appropriate e.g. Educational Psychologist.
16. To continue professional development, maintaining a portfolio of training undertaken.
17. To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
18. To support the Head of School in promoting the ethos of the school.
19. To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
20. To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
21. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

ENTITLEMENTS:

The Head of School and Governing Body are fully committed to ensuring the professional effectiveness of the teacher in this role through:

1. The provision of planning, preparation and assessment time.
2. Appropriate induction to the role and support for the provision of professional development opportunities.
3. Access to coaching, mentoring and career development planning.
4. Access to appropriate, externally accredited leadership development.

This job description describes the way the post holder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school/centre at the discretion of the Head of School and following consultation with you. This job description does not form part of the Contract of Employment.

Signed:

Date:

D.Wilson