

ALFRED SALTER PRIMARY SCHOOL JOB DESCRIPTION



Name:

Title of Post: Class Teacher

Salary Scale: Mainscale

Responsible to: Key Stage Manager
Headteacher

Purpose of Job: To provide for the educational, social, moral, spiritual and cultural development for each individual child in the class allocated for each specific academic year

Exercise of Particular Duties

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document (2009 and updated every year), specifies the professional duties required to be carried out by all teachers. In addition "a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to him by the Headteacher from time to time, such particular duties as may reasonably be assigned to him". These conditions are attached at the back of the job description.

1. Professional Duties

Teaching

- Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events
- Planning, preparing and assessing lessons in line with school policies and schemes of work
- Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets
- Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content
- Setting of work for pupils who may not be able to attend school, in agreement with the Headteacher
- Marking work and providing feedback (including homework in accordance with the School's Homework Policy) to pupils and parents in line with the School Marking and Feedback Policy
- Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policies
- Administering assessment tasks and test in line with school policy

Other Activities

- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
- Contribute to and support the overall ethos/work/aims of the school
- Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop
- To promote the general progress and well being of individual pupils throughout the school, in line with the Healthy Schools standards and action plan and Every Child Matters Document
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Headteacher
- Keep records and make reports on the personal and social needs of pupils
- Communicate and co-operate with other agencies to support the educational, development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above including IEP Meetings
- To inform the Headteacher immediately of any concerns regarding a pupils welfare
- To communicate and consult with parents of pupils and provide an accurate written annual report for parents
- To maintain good behaviour among pupils throughout the school, in line with the Behaviour Policy
- To safeguard every pupil's health, safety and well being in line with school policies
- To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
- To lead assemblies and to attend assemblies, when requested by the Headteacher
- To register pupils at the start of the school day and after the lunch break
- To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher

Management

- To plan, organise and manage the work of Nursery Nurses and Teaching Assistants assigned to the class, in order to have a positive impact on pupil progress
- To liaise with the INCO to contribute to the planning and organising of the work of TAs in order to have a positive impact on pupil progress
- To ensure that the NNs and TAs assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manor

Training and Development

- Review and evaluate the teaching methods and schemes of work
- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
- To participate in performance management reviews in line with school policy

2. Development

1. To work with other staff to formulate and review policy documentation as set out in the School Improvement Plan, in full consultation with teaching staff and in particular Key Stage Managers

2. To work with other staff to write an Action Plan for School Improvement Plan and evaluate the effectiveness of the plan, on an annual basis
3. To exemplify good practice in the classroom and provide demonstration lessons for staff/Governors/Parents as appropriate
4. To collaborate with and support the Senior Leadership Team with developing schemes of work, ensuring progression and continuity across the school
5. To lead staff development meetings for teaching staff and TAs as agreed with the Headteacher
6. To advise and inform newly qualified teachers and other new staff about policies within the school
7. To attend courses and meetings and to evaluate and report back to staff on the essential issues covered
8. To keep up to date with current trends and research and to debate as appropriate
9. To take an active role in organising special curriculum events, as agreed with the Headteacher
10. To arrange for the display of pupils' work in central areas as requested by the headteacher
11. To contribute information to parents' meetings

To carry out any other duties reasonably requested by the Headteacher or Senior Leadership Team

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher.

This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

Staff Member _____

Date _____

Headteacher _____

Date _____