



# Vale Academy Trust

## **Job Description** **Classroom Teacher (Primary)**

**Responsible to: Key Stage Leader**

### **Introduction**

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

### **General Duties**

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation. Specifically for the year 2017/18:

### **Teaching Duties**

1. Teaching of all areas of the primary curriculum to pupils in a class to be agreed
2. Contributing to the review, development and management of a subject or theme (unless an NQT).
3. Taking into account pupils' prior levels of attainment and progress and using them to set future targets
4. Maintaining good order and discipline by modelling behaviour and following the Vale Academy Trust's Behaviour Policy and Procedures
5. Maintain excellent classroom management with due regard to Health and Safety policies
6. Setting of appropriate and challenging work for pupils
7. Identifying and working appropriately with SEND pupils, more able, Pupil Premium and any other vulnerable pupil group.
8. Being competent and confident in the use of IT to support teaching and learning.
9. Organising the classroom and learning resources and creating displays to encourage a positive learning environment;
10. Motivating pupils with enthusiastic, imaginative presentation;
11. Preparing and marking work to facilitate positive pupil development;
12. Meeting requirements for the assessment and recording of pupils' development;
13. Providing feedback to parents and carers on a pupil's progress at parents' evenings and other meetings;
14. Coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area;
15. Working with others to plan and coordinate work;
16. Keeping up to date with changes and developments in the structure of the curriculum;
17. Organising and taking part in school events, outings and activities;
18. Liaising with colleagues and working flexibly, particularly in smaller schools;
19. Meeting with other professionals such as education welfare officers and educational psychologists, if required.
20. The post holder may be required to perform any other reasonable tasks as directed
21. All staff members are required to participate in the Academy appraisal scheme

### **General Responsibilities**

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.