EDITH NEVILLE PRIMARY SCHOOL

JOB DESCRIPTION

Position: **EYFS/KS1 or KS2 Class Teacher (with the possibility of a TLR for Core Subject Leadership)**

Grade: **MPS salary circa £27,543 – 37,119 dependent on experience (with a TLR for core subject leadership)**

Responsible to: **Head Teacher**

Main Purpose of the post

To carry out professional duties and to have responsibility for an assigned class and/or groups
To be responsible for the day-to-day work and management of the class (and/or groups),alongside the safety and welfare of the pupils, during on-site and off-site activities.
To promote the aims and objectives of the school and maintain its philosophy of education.

This Job Description is to be performed in accordance with the provision of the School Teacher's Pay and Conditions Document and within the range of teachers' duties set out in that document. All Teachers are expected to meet the requirements of the Teachers Standards as set out in the most up to date DfE document. The post holder is accountable to the Deputy Head and Headteacher.

Main Duties and Responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the new National Curriculum ensuring breadth and balance in all subjects.
- To ensure in all lessons, assessment sessions and any additional meetings, that learning provision is planned and evaluated so that all pupils' specific needs are catered for and exceeded.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.

- To make effective and explicit use of assessment information on pupils' attainment and progress and in planning future lessons.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To participate in staff meetings as required.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- 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.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate eg. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken so that teachers own practice improves ensuring a minimum standard of good and development toward outstanding in line with OFSTED criteria. Leaders will monitor, guide, support and challenge a teacher's progress towards those targets.
- Teachers will take part in appraisal meetings to set professional development and pupil progress targets ensuring practice and provision is adapted and improved so that the rapid progress of children in particular that of underperforming children is catered for.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Headteacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- 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.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Headteacher within the school as may be reasonably expected.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.