

Fairview Community Primary School

Job Description

Job Title : Class Teacher

Post Holder:

Responsible to : Foundation Stage Leader

Salary

To be paid on the Main Pay Scale for classroom teachers

Purpose

To fulfil the conditions of employment as defined in the most recent 'School Teachers' Pay and Conditions Document' (copy available in school) and to follow all school policies.

Areas of Responsibility

- 1 To be responsible for the education and welfare of a designated class of children
- 2 To contribute to the education and welfare of all pupils within the school premises
- 3 To keep up to date with educational developments
- 4 To be responsible for the leadership and co-ordination of a *curriculum subject*.

Key Tasks

- 1 To be responsible for safeguarding and proactive in promoting the welfare of all Fairview children

Teaching for Learning

- 1 To carry out the professional duties of a class teacher as defined in the 'School Teachers' Pay and Conditions Document'
- 2 To contribute to year group planning meetings and whole school staff meetings
- 3 To implement all agreed school policies
- 4 To provide a differentiated, balanced, progressive, varied and stimulating curriculum in line with statutory and school requirements
- 5 To assess, record and review children's achievements according to school policy and guidelines
- 6 To attend parent consultation sessions and report on individual children's achievements and development

- 7 To produce an annual written report for parents in line with national and school policy
- 8 To ensure a well organised and structured classroom environment with effective and stimulating displays and good access to resources
- 9 To maintain good discipline of all pupils in line with the school's Good Behaviour for Learning policy
- 10 To keep abreast of all trends and developments in primary education
- 11 To plan and supervise the work of support personnel assisting in the classroom
- 12 To be aware and responsive to the medical, social, personal and specific learning needs of pupils and report to the Head Teacher or other Leadership Team members as appropriate
- 13 To use resources effectively and efficiently to promote all children's learning
- 14 To carry out supervision of pupils as detailed by a member of the Leadership Team
- 15 To work towards achieving the school's Vision
- 16 To carry out assigned duties promptly and efficiently
- 17 To work as an effective and co-operative member of the staff team
- 18 To liaise with other schools and agencies as appropriate
- 19 To be flexible and undertake any other duties as requested by the Leadership Team as appropriate to the changing needs of the school
- 20 To take responsibility for safeguarding and promoting children

Leader of Learning

- 1 To monitor and evaluate the teaching of a *curriculum subject*.
- 2 To take a lead, in liaison with the Leadership Team and other members of staff, in evaluating and revising when necessary curriculum provision and the school's policy on *curriculum subject*.
- 3 To develop and implement, in liaison with the Leadership Team, assessment, planning and record keeping for *curriculum subject*.
- 4 To prepare a curriculum bid and then managing the allocated budget by auditing, organising, evaluating and requisitioning resources for the teaching and learning of *curriculum subject*.

Person Specification

- 1 Suitability to work with children
- 2 DfE recognised qualified teacher status
- 3 Has training for/experience of teaching within the primary phase
- 4 Demonstrate an understanding of the principles of primary education
- 5 Has clear strategies for positive Behaviour Management and discipline and demonstrates commitment to partnerships with parents and strategies to foster this

- 6 Commitment to continued professional development
- 7 Able to cope with change and working with different age ranges within the primary phase
- 8 Is flexible and willing
- 9 Has a good record of attendance and punctuality
- 10 Has a calm, organised approach to planning and establishing a secure learning environment for all children
- 11 Has knowledge and understanding of how to develop strategies appropriate to the needs and abilities of all pupils in order to raise their levels of achievement
- 12 Possess excellent interpersonal skills

..... **Class Teacher**

..... **Date**

..... **Deputy Head**

..... **Date**

..... **Head Teacher**

..... **Date**