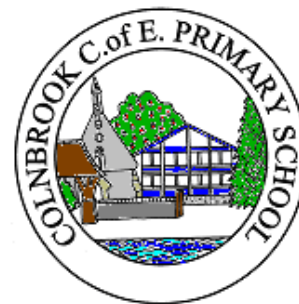


Colnbrook C. of E. Primary School

Job Description: Class Teacher



Responsible to:
Headteacher

Responsible for:

- Teaching a class as directed by the Headteacher and taking responsibility for the teaching and learning of a group of pupils within the context of the ethos and aims of a Church School.
- Establishing and maintaining regular communications with the Headteacher, teacher colleagues, Governors and other schools and where appropriate within a curriculum area.

Accountabilities:

- The quality of teaching and learning within the class/group.
 - To define and make clear to the pupils the objectives for each lesson in accordance with the agreed Scheme of Work, taking into account the differing abilities of the pupils.
 - To direct the work of class based Teaching Assistants and to monitor their performance.
 - To mark and assess pupils' work in accordance with Key Stage and whole school marking policy.
 - To keep an accurate and up to date record of each pupils' progress and achievement in line with the School Assessment Policy.
 - To encourage and stimulate every pupil to achieve the best quality of work of which he/she is capable.
 - To promote and maintain a safe and visually stimulating classroom.
 - To set and monitor homework in accordance with the Homework policies and agreed timetable.
 - To keep an appropriate record of lesson plans and lesson notes.
 - To write and review IEPs for SEN children in consultation with the SENCO.
 - To liaise with parents as required, including attendance at Progress Meetings, IEP Review Meetings and Annual Reviews.
 - To lead one or more subject areas across the school.
- Supporting the administration of the Key Stage.
 - To attend key stage staff meetings and morning briefings as required/agreed.
 - To complete pupil reports and reviews as required and to agree individual pupil/group targets.
 - To provide data to update the pupil tracking system.
 - To contribute to Whole School policy making through the development of schemes of work and assessment materials.
 - To take on board Key Stage and Whole School documentation and to respond appropriately.
 - To respond positively to requests for information from the Headteacher and the Leadership Team.
 - To represent the School at open days, welcome evenings and other events, as agreed.
 - To cover for absent colleagues, as agreed.

- Sharing good practice.
 - To keep abreast of developments/good practice in teaching and learning within the Key Stage.
 - To report back on INSET provided as required and to share good practice/inform colleagues.
 - To take responsibility for an allocated area of the curriculum, monitoring planning, teaching and resources (as directed by SLT).
- Supporting School administration.
 - To carry out before/after school break and lunch duties as required/agreed according to the duty roster.
 - To attend assemblies (including Family Services) as required/agreed according to the timetable.

Further Duties:

- To carry out additional tasks deemed reasonable by the Headteacher.
- To contribute to the Extended Day Programme (3:15 – 4:00pm) as agreed with the Headteacher.
- To undertake Performance Management and to contribute to the programme as required/agreed.

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signed: _____
Class Teacher

Date: _____



Signed: _____
Susan Marsh - Headteacher

Date: _____