

King's Infant School

Chamartin



JDCH02 Job Description

Class teacher

Job Purpose

- To enable young children to make good progress in their learning by building upon the skills they have when they join the school in Pre Nursery, Nursery, Reception, Y1 or Y2.
- To assist all pupils to develop emotional security, self-belief and mature social skills
- To assist all children to develop a love of learning and an excitement about coming to school each day
- To recognize the unique child and plan for their development using both the indoor and outdoor curriculum

Key responsibilities and accountabilities:

Curriculum

- To plan, prepare and deliver schemes of work in accordance with school policies.
- To maintain a working knowledge of national Curriculum & other documents.
- To maintain records of pupils' progress including all statutory documents required by the UK DFE or the Spanish Ministry of Education.
- To produce reports and grades for pupils as per the school calendar.
- To conduct termly interviews with parents to discuss and explain their child's performance and progress in school.
- To provide and maintain an attractive and stimulating environment in which to foster effective teaching and learning.
- To monitor progress and the effectiveness of class work and to evaluate and modify planning and teaching as necessary.

Pastoral

- To carry out duties of care as a form tutor and also during non-class times.
- To be aware of the physical and emotional well-being of pupils and the need to respond to particular situations.

- To understand and implement all welfare and safeguarding policies
- To promote and safeguard the welfare of all pupils at school.
- To liaise with other staff as required e.g. school nurse, educational psychologist.

Administration & Organisation.

- To understand and implement:
 - o Regulations and correct procedures relating to attendance registers
 - o Emergency and evacuation procedures
 - o Health and safety policies
 - o All curriculum policies
 - o Any other organisational policies or agreed procedures
 - o To conduct standardised or other tests when required and document pupils' performance
- To attend and participate in weekly staff meetings and also on other occasions when required e.g. team planning meetings
- To attend and participate in all training days
- To supervise playtimes and lunchtimes when required
- To supervise pupils in assemblies when required
- To liaise with colleagues enabling satisfactory transfers of children within school between schools and hand over to new staff
- To promote the subject(s) within the school and provide enrichment opportunities
- To provide additional activities and opportunities for pupils outside the classroom
- To undertake any other reasonable requests by the Head or other line manager.