

JOB DESCRIPTION

<u>JOB TITLE:</u>	CLASS TEACHER
<u>HOURS:</u>	Full Time
<u>SALARY SCALE:</u>	MPS / UPS
<u>ANNUAL LEAVE:</u>	N/A
<u>LOCATION:</u>	Race Leys Junior School, Bedworth, Warwickshire CV12 8HG.
<u>REPORTS TO:</u>	The Head, who has overall responsibility for the school

GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF:

1. To carry out school policy as documented and/or as directed by the Head.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Safeguarding, Health and Safety procedures and policies operating within the school.
5. To contribute to the provision of a high quality educational experience for all children.
6. To assist in the provision of a high quality service leading to reduced inequalities and improved outcomes for children

GENERAL REQUIREMENTS:

1. The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher status and other current legislation.
2. Foster good professional relationships with all staff, providing guidance and support in implementing policies and procedures. Promote good relations with parents, governors, volunteers and the wider community, ensuring, as far as possible, the involvement of all in the life and ethos of the school.
3. Demonstrate strategic vision and planning, making use of detailed information and statistical analysis to improve pupil performance.
4. Contribute to the wider curriculum and community ethos offered by the school, helping to make Race Leys a great place to learn in and work in.

DUTIES TO INCLUDE:

1. Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning and creates a dynamic culture of enquiry and growth.
2. Plan and prepare engaging, inspiring lessons that secure National Curriculum coverage whilst ensuring breadth, depth and balance in all areas.
3. Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations, taking into account children's differing start points.
4. Assess pupils' work accurately, regularly and formatively, providing individual feedback that enables each child to make good progress in their learning
5. As a class leader, maintain good conduct among the pupils, safeguarding their health, safety and well-being.
6. Organise and manage groups and /or individual pupils ensuring differentiation of provision to address individual learning needs, reflecting all abilities.
7. Plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
8. Maintain a regular system of monitoring, assessment, record-keeping and reporting of children's engagement, progress in learning and participation in school life.
9. Prepare appropriate records for the transfer of pupils within years and across phases /stages.
10. Ensure effective use of support staff within the classroom, including parent helpers.
11. Participate and where appropriate lead in staff meetings as required.
12. Contribute to and where appropriate lead the development and co-ordination of a particular area of the curriculum.
13. 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.
14. Ensure that school policies are reflected in daily practice.
15. Communicate and consult with families over all aspects of their children's education – academic, social and emotional.
16. Liaise with outside agencies when appropriate e.g. Educational Psychologist, Early Help, Specialist Teacher Services.
17. Continue professional development, maintaining a portfolio of professional development undertaken.
18. Meet with families and appropriate agencies, to contribute positively to the education of the children concerned.
19. Support the Head in promoting the ethos of the school.
20. Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
21. Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
22. 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.

ENTITLEMENTS:

The Head and Governing Board are fully committed to ensuring the professional effectiveness of the teacher in this role through:

1. The provision of planning, preparation and assessment time.
2. Appropriate induction to the role and support for the provision of professional development opportunities.
3. Access to coaching, mentoring and career development planning.
4. Access to appropriate, externally accredited leadership development.

This job description describes the way the post holder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school/centre at the discretion of the Head and following consultation with you. This job description does not form part of the Contract of Employment.

Signed:

Date:

S Edwards
June 2019