GROVE PRIMARY SCHOOL

# JOB DESCRIPTION

## Job Holder xxxxxxxx

## Title and Grade of Post

Class Teacher-Responsibility for xxxxxx

Salary: main scale plus **Teaching and Learning Responsibility point 2a**

## Purpose of the Job

* to teach pupils and have a class responsibility;
1. to carry out the particular responsibilities and key tasks described below;
2. to carry out such other associated duties as are reasonably assigned by the Headteacher.

## Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder’s title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the “Burgundy Book”) and to locally agreed conditions of employment to the extent that they are incorporated in the postholder’s individual contract of employment. Copies of the relevant documents are available for inspection at the school.

## Relationships

The postholder is responsible:

1. to the Headteacher for his/her teaching duties and responsibilities and for teaching tasks;
2. for working collaboratively and cooperatively with other members of the school staff, teaching and non-teaching; and
3. for the supervision of the work of Teaching Assistants relevant to his/her responsibilities when necessary.

## Particular Responsibilities

The particular responsibilities attaching to the post of class teacher are as follows:

1. to teach, according to their educational needs, pupils assigned to him/her in the allocated class;
2. to control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of Teaching Assistant(s) relevant to the allocated class;
3. to maintain discipline in accordance with the behavior management systems of the school;
4. To be responsible for promoting and safeguarding the welfare of children you are responsible for or come into contact with;
5. to contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole;
6. to obtain professional development which will benefit the postholder or the school;
7. to promote equal opportunities within the school and to seek to ensure the implementation of the school’s equal opportunities policy;
8. to monitor and report to parents on the progress of pupils in the allocated class;
9. to assess pupils’ achievements and progress in accordance with arrangements agreed within the school;
10. to maintain class attendance registers.
11. to observe and abide by all school policies;

## Key Tasks – Subject Leader

* to take an active working role in the development of a subject by taking responsibility for an action plan;
* to take a leading role in embedding the subject throughout the school;
* to lead and manage a year group, if appropriate;
* to be the xxxxxxx ‘expert’ by keeping abreast of current research, attending training or subject leader’s meetings, advising others;
1. to develop, promote and coordinate xxxxxxx throughout the school in accordance with the requirements of the National Curriculum and school policies;
2. to develop, maintain and revise when necessary the school’s xxxxxxx policy and scheme of work in consultation with the Headteacher and colleagues;
3. to be accountable for the standards of achievement in xxxxxx throughout the school through monitoring planning, learning and teaching and scrutiny of children’s work;
4. to prepare and lead INSET for colleagues;
5. to add evidence to BlueWave Swift
6. to advise on the necessary resources for the teaching xxxxxx and line manage a Teaching Assistant with auditing and ordering;
7. to organize and lead the promotion of the subject at parent’s meetings;
8. to act as Performance Management Reviewer to no more than 4 staff.

## Review

This job description will be reviewed annually during the autumn term.

Signed Job holder

Signed Headteacher

Date