

JOB DESCRIPTION



William Hulme's Grammar School
 The best in everyone™
 Part of United Learning

Class Teacher (Primary Phase)

Department	Primary Phase
Reporting to	Head of Primary Phase
Purpose of Job	To take responsibility for all teaching and learning in a primary phase class whilst safeguarding the welfare of the children and young persons for whom you are responsible and with whom you come into contact.
Duties	
1	To participate with colleagues in the planning and implementation of whole school policies.
2	To assist in the continued development of the Primary Phase.
3	To contribute to extra-curricular activities determined by own interests and enthusiasm.
4	To support the implementation of the school's Positive Behaviour Policy.
5	To keep and maintain adequate records for the monitoring, evaluation and recording of pupils' progress within and beyond the National Curriculum.
6	To contribute to displays throughout the school.
7	To participate in professional development opportunities, including INSET, and other courses appropriate to the individual's professional growth.
8	To share in day-to-day duties as may be considered necessary.
9	To share responsibility with colleagues for the pastoral care of the children.
10	To differentiate in the preparation and planning of pupils' work as appropriate.
11	To attend staff meetings, open days and parents' evenings, reporting back on children's progress.
12	To complete reports to parents in accordance with Primary Phase agreed schedule.
13	To participate in staff performance management / performance development review PDR (appraisal).
14	To create a caring, well-organised and stimulating environment in the classroom.
Other	
	To be aware of the School's policy on Safeguarding Children.
	To assist at school functions and with extra-curricular activities.
	To carry out teaching responsibilities as assigned in the Academy Timetable.
	To perform such other duties as may be required by the Principal.

	To maintain the balance between the Christian ethos of United Learning and the school's character as a multi-faith community admitting pupils of all faiths and none.
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This job description will be reviewed as and when necessary in accordance with the needs of the academy.

Date of Issue: February 2017