



COPPETTS WOOD PRIMARY SCHOOL Teacher (M/UPS) Job Description

Job title

Class Teacher

Responsibility

The teacher is responsible to the Head Teacher

Liaison and Cooperation

The teacher will work in liaison, contact and cooperation with:

- other members of staff,
- members of the Borough inspectorate,
- Advisory and Inspectorate,
- Advisory and Support services,
- organisation and networks relevant to the teacher's specialism or subject, parents,
- governors,
- the local community.

Policy and Legal Framework

The teacher will work within the framework of National legislation, including Education Acts since (and inclusive of) the 1944 Act, and the Schoolteachers' Pay and Conditions Act 1987, school policies and guidelines on the curriculum and school organisation, Borough policies.

Tasks and duties

The teacher will work within the framework of school policies and guidelines on curriculum and organisation. The Pay and Conditions document lists the duties to be included in the job descriptions for all teachers.

In summary the duties are:-

Planning & Assessment

- To make short, medium and long term plans to ensure the delivery of the National Curriculum and the broader curriculum.
- To prepare programmes of work for the class and groups or individuals within it.
- To teach according to children's individual educational needs.
- To prepare resources and materials for use by the children. These should reflect equal opportunities considerations.
- To mark work and provide positive feedback to pupils on their progress.
- To record progress and contribute to oral and written assessments, and reports.



- To maintain good order and discipline among the pupils.
- To review and evaluate methods of teaching and programmes of work.

Learning and Teaching

- To deliver exciting and stimulating lessons, differentiated in different ways to meet the needs of the pupils in your class.
- To liaise closely with SEN support staff, attending Annual Reviews and Support Plan Reviews and addressing the individual needs of the child as outlined in the plans.
- To liaise with Resource Provision staff on management and integration issues for children who integrate into the class.
- To promote the general progress and well-being of individual pupils.
- To work positively to motivate children and enhance their self esteem.
- To have regard to issues of health and safety at all times.
- To aim to work in partnership with parents. To encourage parental understanding and involvement.
- To contribute to the ethos of the school and provide support for children's moral and spiritual development.
- To co-ordinate and manage the work of other support staff in the classroom. To participate in staff meetings and to work collaboratively with other staff in issues of curriculum, organisation and pastoral care.
- To take part in all administrative and organisational tasks associated with class teaching.
- To maintain an attractive and stimulating classroom environment and to contribute to displays in the school as a whole.

Professional Development

- To co-ordinate and provide leadership in an area of the curriculum to meet the needs of the school. Newly qualified teachers do not hold curriculum responsibility in their first year of teaching.
- To participate in the appraisal programme in operation at the school.
- To participate in training and professional development as appropriate.

Corporate life

To help maintain existing structures in the school through punctual arrival for work and supervisory duties. To take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of pupils before and after school sessions.



Equality

To help ensure that subject matter and learning resources reflect Borough and school policies relating to equality, and that these policies are implemented in relation to all tasks and duties listed above.