

CHEPSTOW HOUSE SCHOOL
JOB DESCRIPTION KS2 Yr 3 CLASS TEACHER

Directly responsible to:

The Head Teacher

SUMMARY OF THE POST

- Interact and support children in a positive way to foster their enthusiasm for learning.
- To create a flexible teaching program and a class environment favourable to learning and personal growth.
- To undertake pastoral and administrative duties in respect of pupils in the class.
- To establish effective rapports with pupils assigned to the class.
- To motivate pupils to develop attitudes and knowledge needed to provide a good foundation for primary education, in accordance with each pupil's ability.
- To establish good relationships with other staff members.

HOURS OF WORK

- Official working hours are 8.00am to 4.30pm unless there is a staff meeting or after school function.
- Morning break is 20 mins and lunch break 50 mins. Please sign out via the system in reception if leaving the building during breaks.

MAIN DUTIES AND RESPONSIBILITIES

- To teach to a high standard, all primary subjects according to the Chepstow House schemes of work. Attend Key Stage and whole school staff meetings to appraise schemes and syllabuses.
- Work as a team with parallel teachers to develop curriculum plans, mid-term plans and daily plans for individual lessons ensuring that they are creative, stimulating and differentiated.
- To teach a class, set or group or individual pupils, and to set tasks to be undertaken both at school and at home.
- To mark and assess pupils' work and to record their development, progress and attainment, both at school and at home.
- To evaluate and review one's own teaching methods, materials and schemes of work and to make changes where appropriate.
- To maintain good order, discipline and respect for others among pupils to achieve an effective learning atmosphere; to promote understanding of the school's rules and values; to safeguard health and safety; and to establish good rapports to develop social and academic potential.
- To build on and maintain co-operative relationships with parents and to communicate with them on pupils' learning and progress, social and academic, drawing attention to special skills and talents as well as to problems or difficulties.
- To be available to meet parents before and after school.
- To maintain an attractive and stimulating classroom environment and to contribute to displays in the school as a whole; to keep displays up to date.
- To mark class registers, ensuring absences and lateness are accounted for and taking appropriate action where they are not.
- To provide oral and written assessments, reports, profiles and references, for both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils.
- To escort pupils to, and play a part in, assemblies and concerts.

- To plan school visits and excursions which are relevant to the curriculum and the school.
- To control and oversee the use and storage of books, stationery and other teaching materials, ensuring that any health and safety regulations are observed and that school equipment is handled appropriately.
- To attend staff meetings as directed.
- To take part in the life of the school, such as attending assemblies, Parents' events and after school functions.
- To keep up-to-date with current educational thinking and practice, both through attendance of INSET courses, workshops and staff meetings; to take part in appraisal and reviews of one's work arranged by subject coordinators.
- To work in liaison, contact and co-operation with other members of staff; parents, governors and the local community; organisations and networks relevant to the teacher's specialism.

EQUALITY POLICIES

- To ensure that attitude, subject matter and learning resources reflect Chepstow House's policies on race and gender equality and that the implications of these policies are borne in mind in relation to all the duties listed in the above.

SAFE GUARDING and PREVENT DUTY POLICIES

- Have an enhanced DBS and prohibition order clearance
- Be aware of and follow the safeguarding, Prevent Duty, anti-bullying and behaviour and discipline policies of the school.
- Partake in training on safeguarding, prevent duty and personal welfare.

BRITISH VALUES

- Promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

SUPERVISORY RESPONSIBILITIES

- To supervise classroom assistants and ensure that they are up-to-date in classroom practice, health and safety procedures and current issues discussed in staff meetings.

REVIEW

- The task and duties above are required for all teachers; these may be reviewed at least once a year, usually in the Spring Term, between the Head and the class teacher.

PAY SCALES

- According to the Alpha Plus pay scale.

STAFF DRESS CODE

- Male staff should always wear a tie.
- Female staff can wear smart tailored trousers or skirts. No denim or sports clothing can be worn, except on special occasions.