



Deanesfield Primary School
Job Description
ECT

September 2024

The Postholder

- is responsible to the head teacher in all matters
- is responsible for the safety, wellbeing, and education of the children in their care
- supervises adults providing in-class support while they are carrying out that role
- establishes and maintains good, professional relationships with colleagues, pupils, parents and people in the wider school community.

Job Purpose

- To teach the class Numeracy, Literacy and other foundation subjects
- To have high expectations of all learners which ensure a high level of attainment and progress
- To develop good behaviour and positive attitudes to learning
- To nurture effective personal and social development

Responsibilities

Curriculum and Planning

- To maintain a personal curriculum knowledge base appropriate to the age and needs of the pupils being taught.
- To plan the work of the class within the framework of the Revised National Curriculum and within the Overviews, Schemes of Work, policies and guidelines of the school.
- To submit weekly plans on the shared drive (overview of foundation subjects, numeracy and literacy) with sufficient detail for the beginning of each week.
- To submit half termly plans (on the shared-drive) by the first week of the half term showing objectives and activities.
- To plan and conduct lessons/learning activities within the policies and guidelines of the school which promote amongst all pupils a high level of attainment and progress.
- To plan and conduct lessons/learning activities within the policies and guidelines of the school which promote amongst all pupils a high level of self esteem, and positive social and emotional skills.
- To plan, conduct and review learning for pupils with additional needs within the post holder's class.
- To be prepared ahead of PPA meetings with plans for Numeracy and Literacy and allocated Foundation Subjects for the whole year group.
- To be accountable for the progress of all children in within this class.

Relationships with staff

- To establish good working relationships with the other adults in the classroom and manage an effective Teaching Assistant team within the classroom.
- To attend and contribute positively to staff professional meetings and business meetings (3.45pm-5:00pm every Tuesday) and INSET days.
- To foster and encourage a team feel where staff members feel valued and supported.



Relationships with parents

- Be available at the end of the school day to meet parents and dismiss the children safely
- To keep parents informed of accidents and incidents regarding their child.
- To keep parents fully informed about attendance and punctuality and how it impacts on their child's learning.
- To be fully prepared for Pupil Progress Days to meet with parents and share information.
- To complete End of Year Reports on all children and be available to discuss any resultant queries or follow up from parents.
- To establish professional relationships in line with school communication policy with parents.

Relationships with children:

- To be organised for the day and in the classroom by 8.40am every day to welcome children and greet them with a positive start to the morning.
- To be an exemplary role model for children
- To build and maintain a positive relationship with every child in the class and understand what motivates them to succeed.
- Ensure that all children are treated fairly and equally
- Ensure every child has equal access to merits in line with school policy.
- To create and maintain a purposeful and orderly learning classroom environment.
- Ensure that all children in the class has equal access to the curriculum and individual needs are catered for.
- To establish and maintain effective relationships with all pupils within the school.

Assessment and reporting

- To assess the achievements and progress of the pupils and to use the information in planning and teaching.
- To record systematically the achievements and progress of individual pupils within the policies and guidelines of the school.
- To report the achievements and progress of all pupils to the parents, pupils, future teachers and transfer schools where appropriate within the policies and guidelines of the school

General

- To reflect, monitor and evaluate the post holder's *own* standards of teaching and learning, progress, and development needs.
- To understand implications of legislation concerning personnel and health and safety at work by reading the school's Health and Safety Policies, Risk Assessments and Safeguarding Policies annually.
- To carry out supervision of any pupils as detailed by the Head Teacher.



Health and Safety and Safeguarding

Employees must

- Take reasonable care of their own and others' health and safety
- Co-operate with their employers
- Carry out activities in accordance with training and instructions
- Inform the employer (in the first instance the Head teacher) of any serious risks
- Acknowledge the contents of and importance the Health and Safety File, Risk Assessment File and Safeguarding File annually, sign and date

The duties and responsibilities of the post are subject to those detailed in the statement of conditions of employment, and will count as directed time as detailed in that statement and as defined by the Head Teacher.