

## **Belmont Primary School**

### **Job Description for the post of class teacher**

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed regularly.

#### **Key Functions of the Role of Class Teacher:**

1. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.
2. To facilitate, support and monitor the overall progress and development of a designated group of pupils.
3. To foster a learning environment and educational experience which provides students with the opportunity to fulfil their individual potential.
4. To share in the development of the school curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.
5. To support and contribute to the school's responsibility for safeguarding children.

#### **Reporting to: Headteacher**

##### **Responsible For:**

1. Directing and supervising the work of Teaching Assistants.
2. Cooperation and liaison with other professionals, including fellow staff and colleagues from external agencies.
3. Teaching pupils in their assigned group according to their educational needs, including the setting and marking of work to be carried out by the students in school and elsewhere.
4. Assessing, recording and reporting on the attendance, progress, development and attainment of assigned pupils and keep such records as are required by the school's systems.
5. Ensuring high quality learning experiences for pupils, which meet internal and external quality standards.
6. Using a variety of delivery methods appropriate to students' learning styles and varying demands of the curriculum.
7. Providing a positive, safe and conducive learning environment, encouraging high standards in punctuality, presentation of work and relationships.
8. Setting high expectations for pupils' behaviour and maintaining a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy.

### **Tasks of a Subject Leader:**

To carry out the duties of the Teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions.

1. To be responsible for the coordinating of an areas(s) of the school curriculum, including ensuring a relevant and appropriate curriculum policy is produced and reviewed, according to the school's schedule, and is complimented by associated schemes of work.
2. To act as a role model in the subject (s) for which you have responsibility and to set high standards.
3. To monitor and evaluate learning within the curriculum area (s) in line with the school's monitoring cycle. This may include observation, work sampling, planning reviews etc. To provide feedback to staff in order to motivate them and to improve standards of teaching and learning and to raise standards of achievement for all pupils.
4. To collate and analyse information relating to the standards achieved in the curriculum area for presentation to the leadership team, governors and external agencies.
5. To provide professional leadership and management within the subject (s) ensuring that resources are managed and organised to improve standards of learning and achievement for all pupils and to ensure value for money.
6. To establish future resource needs for the subject (s) and advise the Headteacher on likely priorities for expenditure.
7. To audit resources in the curriculum area(s).
8. To secure and allocate the resources necessary to deliver the curriculum area(s) within an allocated budget.
9. To advise, motivate and support other members of staff on the content and delivery of the curriculum area (s).
10. To ensure that the school meets any statutory curriculum requirements including assessment, recording and reporting within the subject area.
11. To contribute to the formulation and evaluation of the school's assessment practice in relation to the areas of the curriculum for which lead responsibility is held.
12. To develop cross-curricular links with the subject(s) and to promote spiritual, social, cultural, mental and physical development through the subject (s).
13. To promote equal opportunities and ensure provision is made for children with SEN and gifted and talented pupils.
14. To identify and secure provision of appropriate in service professional development in relation to the curriculum area, with the support of the leadership team. To take responsibility for your own professional development in order to lead the subject. To lead professional development for others through a range of methods eg staff meetings, INSET, coaching, team teaching, demonstration lessons etc.

15. To contribute to the formulation and evaluation of the school's assessment practice in relation to the areas(s) of the curriculum for which lead responsibility is held.

16. To support and adhere to the school's quality assurance procedures.

17. To communicate effectively with parents of pupils and with persons or bodies outside the school who are concerned with the welfare of students, after consultation with appropriate staff.

18. To contribute to the personal, social, health and citizenship and enterprise education of pupils according to school policy.

19. To work as a member of a designated team and contribute positively to effective working relationships within the school.

20. To actively engage in performance management.

21. To contribute to the formulation and implementation of the School Improvement Plan and associated action plans as appropriate.

Other duties:

To play a full part in the life of the school community, and support its ethos.

To follow and actively promote the school's policies.

To comply with health and safety policy and undertake risk assessments as appropriate.

To actively pursue own personal and professional development.

To undertake any reasonable duty at the request of the Headteacher.