



BOCKING CHURCH STREET PRIMARY SCHOOL



Be Respectful Be Ready Be Resilient Be Responsible Be Resourceful Be Reflective Be Remarkable

Job description Class Teacher Key Stage 1 / 2

Job Title: Class teacher

Subject leader

Responsible to: The Headteacher

Responsible for: All duties and non – teaching staff in respect of functions listed under Duties and Particular Duties.

Purpose of job: To assist the Headteacher and Governing Body in ensuring the achievement of the highest possible educational standards in the school and in creating an atmosphere and structure in which children feel valued and staff have high expectations of them.

Duties: The Conditions of Employment for Primary Teachers specify the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner, in recognition of the particular duties required of the holder of this post, an allowance is payable. The post is subject to the teachers pay and conditions document. The duties may be varied to meet the changing demands of the school at the reasonable direction of the headteacher. This job description therefore is subject to change after consultation with the post holder to reflect the changing needs of yourself and the school.

Professional Duties:

Teaching:

- a) Planning, preparation and teaching of clearly structured differentiated lessons to meet the individual needs of pupils. Using a variety of interactive teaching methods, which interest and motivate pupils in accordance with school policy.
- b) Organising work, grouping and teaching pupils and marking work to meet the needs of individual pupils within a Key Stage 1 or 2 class.
- c) To promote active and independent learning that enables pupils to think for themselves and manage their own learning.
- d) Assess, record and report progress and attainment in accordance with school policy, set appropriate pupil targets.
- e) Organise and manage teaching and learning time effectively
- f) Organise and manage the physical teaching space, tools and resources safely and effectively in accordance with school policy.
- g) Set high expectations for pupil behaviour and establish clear framework for classroom discipline.
- h) Promote the inclusion of all children within the classroom ensuring equal access to lessons and their content.



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- i) Communicate and consult with the parents and carer of pupils
- j) Communicate and cooperate with other agencies to support the educational and general development of individual pupils.

Other duties:

- a. To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
- b. Comply with, support and promote all school policies and procedures.
- c. To contribute to the development and implementation of the School Development Plan.
- d. Be aware of and support pupils differences and ensure that all pupils have equal access to all school opportunities to learn and develop.
- e. To promote the general progress and well being of individual pupils throughout the school, in line with Healthy Schools standards and Every Child Matters document.
- f. To maintain good order and discipline among pupils throughout the school, in line with our behaviour policy.
- g. To safeguard the health, safety and well being of all staff and pupils in line with school policies.
- h. To participate in ongoing CPD.

Leadership and management

- a. To assist the headteacher and governors in the creation of, implementation and monitoring of the SIP.
- b. To provide exemplary role model for other teachers, participating in and leading training to improve the professional skills and knowledge of others.
- c. To promote high standards, equality of entitlement, health and safety and the general well-being of individual pupils through the school's policies and practice.
- d. To attend and contribute to meetings.
- e. To help foster positive staff relationships which contribute to high levels of pupil progress and achievement.

Subject Leader

- a. Have a good understanding of statutory and non statutory guidance for a core subject that you have responsibility for, keeping up to date with current trends and research.
- b. Provide leadership and direction for a subject ensuring that they are managed to meet the aims and objectives of the school and the subject.
- c. Monitor and evaluate planning, teaching and assessment data. Use the information to develop an appropriate SIP.
- d. Be responsible for the establishment and implementation of clear policies for assessing, recording and reporting on pupil achievement.



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- e. Raise levels of attainment by establishing a partnership with parents to involve them in their child's learning and provide them with appropriate information.
- f. Give guidance, support and encouragement and lead and co-ordinate INSET for colleagues as identified in the SIP.
- g. Where appropriate, manage the budget for the subject that you have responsibility for.
- h. Co-ordinate the effective and efficient management and organisation of learning resources and advise staff on these.

The duties may be varied to meet the changed circumstances in a manner compatible with the post held.