



PART TIME CLASS TEACHER JOB DESCRIPTION

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Job Purpose

- To carry out professional duties for a mixed ability class.
- To collaboratively be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities
- To promote the aims and objectives of the school and maintain its philosophy of education

Main duties and responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning
- To plan and prepare lessons in order to deliver the National and School Curriculum
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
- To maintain good order and discipline among the pupils, safeguarding their health and safety
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities
- To maintain a regular system of monitoring, assessment, tracking, record-keeping and reporting of children's progress
- To prepare appropriate records/reports for pupils
- To ensure effective use of support staff within the classroom
- To participate in planning/staff meetings as required
- To contribute to the development and co-ordination of a subject area (to be discussed)
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements
- To ensure that school policies are reflected in daily practice
- To communicate and consult with parents
- To liaise with outside agencies when appropriate
- To continue professional development, maintaining a portfolio of training undertaken and supporting in the professional development of others if appropriate

- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned
- To support the Headteacher in promoting the ethos of the school
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role

Please state in your application your curriculum strengths.

The closing date is Friday, 13th October 2023.