

School:	The Deans Primary School
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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job details

Job title:	CLASSROOM TEACHER
Grade:	TEACHERS MAIN PAY SCALE / UPPER PAY SCALE (Experience Dependent)
Location of work:	The Deans Primary School
Directly responsible to:	Head Teacher, Deputy Head Teacher and Governors
Directly responsible for:	EYFS Class
Hours of duty:	A full-time teacher shall be available for work for 195 days in any given year of which 190 days shall be days on which she/he may be required to teach pupils, in addition to carry out other duties. Subject to this, a full-time teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher for 1,265 hours in any year (12 months from September 1st), excluding time spent in traveling to or from the place of work. A teacher shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 1pm. A teacher shall, in addition work such additional hours as may be needed to enable her/him to discharge effectively her/his professional duties, including marking of pupils' work, writing reports on pupils and the preparation of lessons, teaching materials and teaching programmes. The amount of time for this purpose beyond their 1,265 hours shall not be determined by the employer but shall depend upon the work needed to discharge the teacher's functions. The teacher will be entitled to 10 percent PPA time.
Primary purpose of the job:	Teaching an Early Years Foundation Stage Class

Main duties and responsibilities/accountabilities

Main purposes:

- To teach a class, working constructively as a member of staff within the whole school team.
- To promote the ethos of the school within the context of our mission statement "Quality Education Through High Expectations".
- To plan, teach, monitor, assess and evaluate the education programme for the children taught.
- To share in the corporate responsibility for the well-being and discipline of all pupils.

Policy and legal framework

The teacher will work within the framework of:

- School Teachers' Pay and Conditions Document
- The national legislation of the National Curriculum and Early Years Foundation Stage framework.
- School policies, schemes on the curriculum and school organisation
- LA policies, in particular those relating to curricular aims and principles and to the equality of opportunity.

School teachers' professional duties

The professional duties of a teacher shall include:

To plan and prepare courses and lessons using knowledge of school policies, schemes of work and national curriculum requirements for the relevant curricular areas.

To teach according to their educational needs, the pupils assigned to them, including the setting and marking of work to be carried out by the pupil in school and elsewhere: i.e. plan differentiated work to meet the needs of individuals and groups providing progression and continuity.

Work as a member of the team: planning cooperatively; sharing information, ideas and expertise.

Consult and plan with learning support staff and outside agencies as appropriate.

Liaise with the SENCO to ensure that the Code of Practice is implemented fully.

Organise and change the working environment appropriately for the range of activities taking place.

Maintain a stimulating, informative environment, displaying children's work appropriately.

Teach pupils to take responsibility for resources and the environment.

Maintain good order and discipline among the pupils, safeguarding their health and safety both when they are in school and when they are engaged in authorised school activities elsewhere.

Work with all members of staff and parents to ensure that the school's behaviour and nurture policy is implemented and work at all times towards the happy, self-disciplined child.

Use a variety of suitable teaching and learning styles.

Communicate personal enthusiasm, and stimulate and maintain interest in learning.

Assessment, recording, reporting

Assess, record and report on the development, progress and attainment of pupils, using a variety of methods according to national requirements and school policies.

Keep records of pupils' progress and report achievements in line with school policies and statutory requirements.

Promote the general progress and well-being of individual pupils of any class or group of pupils assigned to you.

Encourage children to strive for excellence in their work and behaviour.

Communication

Establish good relationships with parents to promote pupil learning and wellbeing in line with the school policy.

Communicate and cooperate with persons or bodies outside the school and participate in meetings arranged for any of the purposes described above.

Provide and/or contribute to oral and written assessments, reports and references relating to the individual pupils and groups of pupils; e.g. in the context of SEN.

Attend and take a constructive part in staff meetings, Inset days and any other school inset sessions.

Contribute towards school assemblies.

Ensure that all accidents and behavioural incidents are properly recorded and reported.

Set high standards of punctuality, to be in class or playground to greet pupils at the start of teaching sessions.

Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.

Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Professional Development

Participate in arrangements for appraisal of your performance.

Participate in arrangements for your further training and professional development as a teacher.

Subject leader responsibility

To lead a specified subject area taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. In particular the responsibilities are -

- To be responsible for maintaining resources for specified area of responsibility.
- To advise other members of staff on the resources available and to monitor their use.
- To order resources for a specified area of responsibility under the guidance of the Deputy Head Teacher and School Business Manager.
- To maintain financial records of resources and work within a set budget in liaison with the School Business Manager.

Whole school commitment

To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in school.

To support and assist in the development of the stated School and LEA policies that have a regard to the National Curriculum.

To undertake, with all other members of staff, general responsibilities concerned with the day-to-day running of the school. e.g. playground duties.

To be supportive of the school's extra-curricular activities.

To take an active part in the school's involvement with the wider community.

To ensure the children's safety at all times.

Safeguarding

The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

To undertake any other such duties that are reasonably commensurate with the level of this post

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Date job description prepared/revised: April 2024

Prepared/revised by: Joanne Whiteley, School Business Manager

Agreed job description signed by holder: