

# **Faringdon Infant School**

## **Learning for Life**

***Post: Class Teacher***

***Grade: Mainscale***

***Responsible to:*** Headteacher

### **Introduction**

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the postholder.

The performance of the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at work Policy and the Dignity at Work Policy.

### **A. Main Responsibilities**

- To carry out the duties outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.
- To teach effectively a class of children

### **B. Teaching**

In consultation with other staff members to:

1. Plan, organise and maintain a stimulating and orderly learning environment appropriate to the needs interests and welfare of all the children in the class, including those with special educational needs.
2. Provide a broad, balanced and well-differentiated curriculum with clear aims, consideration for how different children learn and promoting quality teaching and learning in the school.
3. Communicate effectively with children, staff, parents and other adults.

4. Keep clear records of curriculum planning in consultation with the rest of the school staff. Keep regular termly records and assessments of children's development, progress and attainment, in collaboration with the child, parents and school staff. This may involve keeping samples of children's work. To report on the above as necessary.
5. To promote the general progress and well-being of individual pupils and to liaise with the SENCO and Headteacher regarding any concerns about a child's progress and development
6. To promote and maintain good order and discipline among all the children in school, with due regard for their health and safety and with particular responsibility for your own class.
7. Work in partnership with parents and the rest of the school team and associated professionals sharing responsibilities as appropriate.
8. To participate in meetings that relate to the general well being and development of the school. To advise and co-operate with all staff and governors on the preparation and development of policies, schemes of work, teaching materials, methods of teaching and pastoral arrangements.
9. Take responsibility for one's own development as a teacher and to attend courses and help develop school-based INSET with other staff teams.

### **C. Curriculum Management**

If you are responsible for a curriculum area the following will apply;

To plan and develop or review

1. A policy statement which establishes the aims and objectives of the curriculum area.
2. To develop a scheme of work which supports and knits into the curriculum map.
3. To monitor the quality of teaching and learning and pupil progress.

These should be achieved through:

- consultation with colleagues including the headteacher
- keeping abreast of new developments and techniques in the area of responsibility and by attending appropriate courses and co-ordinators' meetings and providing feedback / INSET from these into school
- planning, discussing and leading the curriculum area at staff/parent/governors' meetings as required by the SDP

- liaising with colleagues to facilitate integration with other areas of the curriculum
- making recommendations with respect to gifted children and those with other special education needs whenever possible
- co-ordinating curricular progression and entitlement through the school including moderation of pupils work
- managing a budget to ensure that basic resources are available to each class
- identifying the strengths and needs of other teachers through discussion, planning and monitoring. Offering the necessary support/advice
- facilitating an efficient system of record keeping
- monitoring the quality of teaching and learning through monitoring plans, lesson observation, work scrutiny and obtaining the views of relevant stakeholders
- monitoring children's progress through the collection and analysis of relevant data and feeding back to the Headteacher and staff

#### **D. General Responsibilities**

To take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with the appropriate manager.