

Holme Junior & Infant School & Hinchliffe Mill Junior & Infant School
JOB DESCRIPTION



POST TITLE: Class Teacher (Federation Contract)

RESPONSIBLE TO: Headteacher

To have qualified teacher status and be responsible for carrying out the professional duties set out in the most recent Teachers' Pay and Conditions Document, as directed by the Headteacher, within the context of the job description set out below.

Responsibilities:

1. To plan, deliver, monitor and evaluate programmes of education for classes or groups of children.
2. To demonstrate a commitment to positive behaviour management throughout the schools.
3. To attend to the administration for and accept responsibility for the pastoral needs of pupils and to liaise with the Executive Headteacher and other colleagues as appropriate on particular pastoral problems.
4. To share with other teachers the day to day or emergency arrangements for the supervision of pupils and the maintenance of good order and the schools' timetables.
5. To take the lead in developing subject areas throughout the schools.

Duties:

Curricular

1. To plan activities and experiences appropriate to the age, ability and needs of pupils related to the National Curriculum so as to ensure pupils receive a broad and balanced curriculum.
2. To follow the policies and schemes of work of the schools, having regard for the materials and methods recommended.
3. To assess and record pupils' progress and attainment in accordance with school policy.

4. To set, mark, record and return work for pupils in accordance with the schools' policies.
5. To provide written reports to:
 - Other agencies in accordance with school's procedures and the SEN Code of Practice
 - Parents in accordance with statutory requirements
6. To consult with the SENCO in developing IEPs. My Support Plans etc for pupils on the Special Needs Register.
7. To work with class teachers to create and maintain a stimulating, challenging environment within the classroom and in the public areas that encourages learning.
8. To work with class teachers to organise classroom resources to motivate children towards independence and self-reliance.
9. Work alongside teachers in planning, assessing and recording.
10. To promote the academic progress and well being of individual pupils through personal guidance, parental involvement and professional consultations as may be necessary, having regard for the needs and abilities of each child.

Pastoral:

1. To promote, maintain and supervise the health and safety of pupils engaged in authorised school activities both on school premises and elsewhere.
2. To promote the social welfare of pupils through personal counselling and prompt referral to the Executive Headteacher.
3. To maintain current pupil records in accordance with the schools' systems.
4. To register pupils, encourage punctuality and reinforce school attendance procedures in consultation with the Executive Headteacher.
5. To attend school collective worship (where necessary) and supervise the orderly movement of pupils to and from collective worship or in the case of withdrawal on moral grounds to carry out other duties as the Executive Headteacher may reasonably require.

Curriculum responsibility (where appropriate):

1. To be involved in the organisation, maintenance and review of resources.
2. To lead curriculum areas and disseminate information and ideas to colleagues.
3. To lead the review of these subjects.
4. To develop and maintain high standards in the subjects for which the postholder is responsible.

General:

1. To promote equal opportunities ensuring that specifics of gender, race, class, ability and disability are treated in a positive and non-discriminatory manner.
2. To attend meetings with colleagues, parents or other agencies within specified time allocations and at reasonable advance notice.
3. To consult and cooperate with colleagues on the preparation, development and review of schemes of work, teaching materials and methods of assessment.
4. To have a positive interest in professional development – attending meetings and inservice training courses and participating in professional development exercise as directed by the Executive Headteacher.
5. To participate in Teacher Appraisal.
6. To carry out other duties as the Executive Headteacher may reasonably require, to the level expected of a teacher on the main scale / upper pay scale relating to the efficient organisation of the school and to any necessary adjustments in the specified time allocations.
7. As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Employment page, working for the Council on the Kirklees website under the following link:

<http://www.kirklees.gov.uk/employment/safeguarding.shtml>