



Lainesmead Primary School and Nursery CLASS TEACHER JOB DESCRIPTION

Lainesmead Primary School and Nursery is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Reporting to: Year Group Leader, Assistant Head teachers, Deputy Head teacher, Headteacher

Main purpose

The teacher will:

Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Consistently apply the school's Teaching and Learning Policy
- Organise the classroom and learning resources to create a positive learning environment
- Maintain an attractive and stimulating classroom environment, and to contribute to displays in the school as a whole
- Plan for and deploy teaching assistants effectively

Whole-school organisation, strategy and development

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Believe in a limitless future**

Resilience	Cooperation	Compassion	Responsibility	Respect	Curiosity
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- Contribute to and fully implement the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Ensure policies and procedures identified in risk assessments are followed on school trips/residentials

Professional development

- Take part in the school's appraisal procedures
- Where appropriate, take part in the appraisal and professional development of others
- Take part in further training and development in order to improve own teaching
- Fully participate in professional development meetings (PDMs) and act upon advice given
- Complete own reading and research to understand teaching as a profession of continuous development

Communication

- Communicate effectively with pupils, parents and carers
- Encourage parental involvement in the life of the school and engaging parents in taking an interest in their child's learning
- Meet deadlines set by YGLs, Subject Leaders or the Senior Leadership Team
- Provide or contribute to oral and written assessments, reports and references both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Develop and maintain positive and effective professional relationships with colleagues, Governors and other professionals

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Other areas of responsibility: Curriculum responsibilities (if applicable)

To take responsibility for a curriculum subject area as agreed with the Headteacher as detailed below :

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- To motivate staff and promote an enthusiasm for the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum, topic units, school policies, plans and any other new initiatives from the Department for Education.
- In conjunction with the Headteacher or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area
- Review the policy and adapt it as appropriate
- Ensure a progression of knowledge/skills is available for the subject suitable to the needs of a primary school catering for 3 – 11 year olds
- Take responsibility for reviewing, updating, maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Headteacher.
- Model best practice.
- Monitor and review quality of teaching and learning, standards and progress in line with the priorities of the SDP.
- Offer support and advice to colleagues. Lead staff meetings and workshops, organise and lead in-service training events in the area for all the members of staff.
- Contribute to workshop sessions for staff and parents and present to governors to maximise their involvement in the school and the development of resources for the school.
- Liaise with other schools and with advisors as necessary.
- Inform and involve parents of any appropriate curriculum developments within the school.
- To inform the Headteacher/Deputy Head of any developments that should be identified in the school development plan.
- To develop the presentation of the curriculum area in the schools corporate life.
- To establish and maintain a coordinators file.

EQUAL OPPORTUNITY

The post holder will be expected to carry out all duties in the context of and in compliance with Equal Opportunities Policies.

The teacher will be required to safeguard and promote the welfare of children and young people, promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and follow school policies and the staff code of conduct.

Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points.

The Class Teacher must undertake any other duties, which may, from time to time, be reasonably required by the Head Teacher within the general level of responsibility of the post.

Be prepared to re-negotiate this job description as appropriate.

Signed.....

Date.....

Signed (Headteacher).....

Date of Review.....

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