

The King's Church of England Primary School

Cumberland Road, Kew, Richmond, TW9 3HJ

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Headteacher: Mrs Karen Weatherley



JOB TITLE: Class Teacher

GRADE: Main Pay Scale (Outer London)

JOB PURPOSE:

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum, Southwark Diocese, LA and school policies.

RESPONSIBLE TO: Headteacher

Main roles and responsibilities:

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

Teaching and Learning responsibilities:

1. To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure a close match between the learning experiences offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of their capability.
3. To make appropriate educational provision for children with G&T, SEN and those learning EAL, with support from the SENCo, G&T, and EAL Co-ordinators
4. Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.
5. To provide children with opportunities to manage their own learning and become independent learners.
6. Consistently demonstrate high expectations for every child.
7. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and behaviour management.

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8. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
9. To maintain a high standard of display both in the classroom and in other areas of the school.
10. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
11. To work closely with colleagues to undertake medium and short term planning and the implementation of skill and knowledge organisers across the curriculum.
12. To assess children's progress, maintain records, meet with parents/carers and provide written reports to parents/carers in accordance with school policies.
13. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
14. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and behaviour are promoted in every day classroom organisation and practice.
15. To liaise with support staff both school based, from the LA & from other external bodies as required.
16. To take responsibility for the management of other adults in the classroom.
17. To take up the opportunity for continuous professional development and learning through self-directed reading, courses and in-service training.
18. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
19. Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required.
20. To take responsibility for a curriculum subject area, or be part of a subject team, as agreed with the Headteacher:
 - Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum and any other initiatives adhering to the subject progression maps and knowledge and skill organisers.
 - To assist in the implementation and monitoring of the School Vision Plan
 - Develop and review the policy and adapt it as appropriate
 - Ensure all cross curricular links are made in long term plans where possible
 - Develop a scheme of work for the subject suitable to the needs of a primary school catering for 4 – 11 year olds
 - Take responsibility for 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 head teacher
 - Offer support and advice to colleagues.

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Values

- Put children at the heart of all you do.
- Support and build on the school's strong, inclusive Christian Ethos, ensuring that individuals feel valued, and encouraging personal endeavour and responsibility.
- Foster and promote a sense of community within the school, including relationships with and between the children, staff, parents and carers.
- Encourage strong relationships with the wider community.
- Work closely with the Clergy and maintain strong links to the Parish Churches, promoting spiritual life and worship at the school and encouraging richness and diversity.
- Support and promote the work of the Parent Staff Association.

Safeguarding and equality

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.

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