

<b>Department:</b>	<b>St Margaret's CEVA Primary School</b>
<b>Section:</b>	Teaching
<b>Job Title:</b>	Class Teacher
<b>Reports To:</b>	Headteacher & Assistant Headteacher
<b>Main Purpose of Job:</b>	
<ul style="list-style-type: none"> <li>To undertake general teaching, pastoral and administrative duties in respect of the pupils in the class as well as the responsibilities in the school as agreed with the Headteacher.</li> <li>Pending experience, to be the Subject Leader for a designated subject area.</li> </ul>	
<b>Main Responsibilities and Duties:</b>	
<p>Typically the job will include all, or most of the following elements and will be in line with the current School Teachers pay and Conditions Document (STPCD).</p> <p><b>Classroom Teacher</b></p> <ul style="list-style-type: none"> <li>Teach general subjects as agreed with the Headteacher and participate in the planning and development of Schemes of Work, resources etc. To attend curriculum and professional development meetings/courses as necessary.</li> <li>To conduct oneself in an exemplary, professional manner with due regard and responsibility towards professional integrity, personal profile and e-safety.</li> <li>To carry out the duties of the Class Teacher in respect of pupils to include: <ul style="list-style-type: none"> <li>➤ The maintenance of good order and discipline among the pupils and safeguards to health and safety both on school premises and when engaged in school activities elsewhere;</li> <li>➤ The safety and welfare of the children, including safeguarding.</li> <li>➤ The establishment of a rapport with pupils to develop their social and academic potential and to be a main source of reference for their problems;</li> <li>➤ The marking of registers, ensuring absences and lateness are accounted for, taking appropriate action when they are not;</li> <li>➤ The assessing, recording and reporting on the development, progress and attainment of pupils as required by the school;</li> </ul> </li> <li>The undertaking of any other administrative duties in respect of the class as required by the Head Teacher in line with STPCD;</li> <li>The teaching, according to their needs, of the pupils assigned, including the setting and marking of work to be carried out by the children in school and elsewhere, e.g. homework;</li> <li>Playing a part in collective worship as required. Escorting the class to and from collective worship.</li> <li>To supervise the work of the Teaching Assistants appropriate to the class. In liaison with the SENCO ensuring that any Special Educational Needs work is being carried out including appropriate interventions and support for vulnerable children and making learning accessible for all.</li> </ul>	

- To carry out the supervision of pupils as detailed by the Headteacher.
- To participate in meetings with parents/carers and professional colleagues which relate to the administration, organisation and curriculum of the school.
- To keep abreast of trends and developments in education, especially those relevant to duties and responsibilities of the post, reviewing periodically methods of teaching and programmes of work, arrangements for continuing professional development and training.
- To undertake management tasks as agreed with the Headteacher in line with STPCD.
- To control and oversee the use and storage of books, ICT, stationery and other resources related to effective teaching, ensuring that Health and Safety regulations are observed.

#### **Curriculum Subject Leader (*pending experience* )**

- To be an exemplary Subject Leader who supports and advises other members of staff in their roles through the school.
- To be conversant with current thinking and development in the curriculum area.
- To manage and develop the designated subject(s) throughout the school, ensuring an effective Scheme of Work is in place, in consultation with the Headteacher and Governing Body.
- To liaise and consult with other staff and to reach an agreed consensus during change or policy development.
- To lead staff meetings or INSET, attend meetings and record issues concerning the designated curriculum area as necessary.
- To ensure all staff are kept informed about developments and expectations.
- To monitor planning, assessment and delivery of the designated curriculum area and feedback to individuals and Headteacher as part of the School Action Plan.
- To liaise with the Governing Body as appropriate.
- To liaise with colleagues including Pre-schools and secondary Schools.
- In consultation with staff colleagues plan and prioritise expenditure, place orders for resources, and link development to the School Development Plan and individual curriculum action plans.
- Oversee storage and management of resources, ensuring that they are well maintained easily available and of a high standard
- Ensure that agreed policies are being carried out by all staff.
- To maintain a portfolio of work reflecting exemplary work, progression, variety and planned development throughout the school in key elements of the designated curriculum area. This is fed back regularly to the Senior Management team and Governors.
- To produce an annual curriculum report using an agreed format.
- To be able to 'Care Take' any subject as required through the school as needs dictate.

#### **Facts and Figures:**

Teacher Pay Scale level depending on qualifications and service.  
Directed time applies in line with STPCD. Adequate PPA time is built in to the timetable.

### **Problem Solving and Creativity:**

On a daily basis, within prescribed school guidelines and under the direction of the Headteacher, develop a range of strategies to ensure that the above duties are undertaken efficiently.

Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents, carers, staff and all visitors to the school.

Creativity and innovation are needed to meet the personalised education and care needs of individual pupils.

Where appropriate, or if unsure of anything, consult with senior colleagues.

### **Decision Making:**

Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies required to work efficiently. These decisions often need to be made immediately to deal with the situation presented.

Guidance is normally readily available from the Headteacher or senior colleagues. More complex or controversial decisions will be referred to your line manager or to the Headteacher.

### **Physical Effort and Working Conditions:**

A normal primary school environment although there will be elements of work 'off-site' such as educational visits, PE, swimming.

Most of the working day is spent in the classroom.

There may be an occasional need to physically lift pupils (such as for care or safety needs) or items (such as deliveries) with reference to manual handling guidance.

### **Contacts and Relationships:**

The post holder is responsible to the Headteacher and, in her absence, the Assistant headteacher for teaching duties, responsibilities, teaching tasks, supervising Teaching Assistants (if appropriate).

The post holder interacts on a professional level with colleagues to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school.

Contact with all stakeholders of the school and external agencies/companies to pass and receive information, advice, guidance, suggestions and ideas.

### **Additional Information:**

## **Safeguarding**

St Margaret's CEVA Primary School is fully committed to the principles of safeguarding children and safer recruitment.

As a school we fully respect confidentiality whenever possible. This includes information about adults and children whether obtained directly, indirectly or by reference. Where a child may be at risk, information may be divulged to the Headteacher (Designated Safeguarding Lead) or Deputy Designated Safeguarding Lead who will then take further action as deemed necessary.

## **Place of work**

Most of your time will be spent in school, but some activities, mainly physical education/dance/drama may take place off site at the village hall.

## **Additional Information**

St Margaret's CEVA Primary School is committed to CPD for all staff.

This school is a non-smoking premises and operates a non-smoking policy across the whole site. We are committed to the encouragement and development of healthy school principles.

This job description does not define in detail all duties and responsibilities of the post, which will be reviewed during the agreed process of Performance Management and may be subject to modification or amendment after consultation and agreement.

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: ..... Date: .....

Line Manager: ..... Date: .....

Designated Senior Manager: ..... Date: .....

