



EASTERN GREEN JUNIOR SCHOOL CLASS TEACHER JOB DESCRIPTION

Title and Grade of Post	KS2 Class Teacher
Salary grade	Teacher's Mainscale
Responsible to	<p>The class teacher is responsible to:</p> <ul style="list-style-type: none"> • the Headteacher in all matters and the designated person in the Headteacher's absence; • the school leadership/senior management team in respect of curriculum and pastoral matters.
<p>All members of the teaching staff are required to carry out the duties of a school teacher as set out in the current DFE 'School Teacher's Pay and Conditions' document (DFE 00537-2104) and the 'Teacher's Standards' (2014).</p> <p><i>'Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical: forge positive professional relationships: and work with parents in the best interests of their pupils'.</i> (Teachers Standards 2014)</p>	
Job purpose	<p>The class teacher will:</p> <ul style="list-style-type: none"> • teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs; • implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and support a designated curriculum area as appropriate; • monitor and support the overall progress and development of pupils; • contribute to raising standards of pupil attainment; • share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment; • maintain the positive ethos and core values of the school, both inside and outside the classroom; • contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
Duties and responsibilities	<p>The class teacher will:</p> <ul style="list-style-type: none"> • implement agreed school policies and guidelines; • support initiatives decided by the Headteacher and contribute to the achievement of the school development plan and its implementation; • plan appropriately to meet the needs of all pupils, through differentiation of tasks; • be able to set clear targets, based on prior attainment, for pupils' learning; • provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils; • keep appropriate and efficient records, integrating formative and summative assessment (assessment for learning) into weekly and termly planning; • report to the Headteacher, senior management and parents on the development, progress and

	<p>attainment of pupils;</p> <ul style="list-style-type: none"> • maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy; maintain the school's ethos when talking to children and dealing with issues. • take part in and contribute to meetings; cooperate with and, where appropriate, advise the Headteacher and other colleagues in the review, development and management of a subject in the school; • plan for, organise and direct the work of support staff within the classroom; • participate in the performance management system for the appraisal of their own performance, or that of other teachers and/or teaching assistants where necessary; • communicate and co-operate with specialists from outside agencies;
	<p>The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-</p> <ul style="list-style-type: none"> • To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions • To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required • Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare • To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements. <p>Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars</p> <p>The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-</p> <ul style="list-style-type: none"> • To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected • To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately <p>Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars</p> <p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p>