

Haydonleigh Primary School

Classroom Teacher Job Description

Each teacher has responsibilities for one or more curriculum areas, as well as general responsibilities in the school. The purpose of this job description is to define the role, responsibilities and expectations of the post. The job description is not comprehensive and other duties may be required at times.

The job description will be subject to annual review; objectives will be set and reviewed and areas for professional development will be identified and acted upon.

NAME :

TITLE OF POST : Class teacher

with responsibility for

SALARY GRADE :

EMPLOYMENT DUTIES : This job is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions. A copy of the School Teachers' Pay and Conditions document is available on request.

MAIN RESPONSIBILITIES AS CLASSROOM TEACHER :

- Teaching, according to their educational needs, any assigned class of children. This will include the planning and preparation of lessons and the setting and marking of work in each case having regard to the curriculum of the school.
- Assessing, recording and reporting on the development, progress and attainment of pupils including, when appropriate, participating in arrangements for the statutory assessment of pupils.
- Setting targets for individual pupils, groups and classes.
- Promoting the general progress and well being of pupils, maintaining good order/discipline and safeguarding their health and safety.
- To identify and support children with special needs (children of high ability as well as those with learning, physical or behaviour problems), in accordance with school policy;
- To create a caring classroom where children know that they are respected and where their self-esteem is developed;
- To be in the classroom at least 10 minutes before the start of the school day to receive children and to collect children promptly from the playground after each break and to ensure that the class is not left unattended at any time;
- To be responsible for the work of all support staff, students, parents, etc. who are working with the children in the class and to ensure that their time is used for the maximum benefit of the children.

MAIN RESPONSIBILITIES BEYOND THE CLASSROOM:

- To support the development of the school as a learning environment by participating in decision making, and by understanding and consistently applying policies and agreed decisions;
- To attend staff meetings and INSET courses, to update expertise through reading, and to engage in professional discussion and debate;

- To share responsibilities for assemblies and whole school activities;
- To share responsibilities for extra curricular activities and break duties;
- To share responsibilities for whole school discipline and behaviour;
- To be familiar with and implement Child Protection procedures and the school's Health and Safety policy, particularly those areas which relate to children;
- To establish good relationships with parents, creating confidence and good communications;
- To support other staff and contribute to good staff relations;
- To be concerned for the general school environment and to share in the care of this;
- To maintain complete confidentiality and loyalty to the school
- To carry out any other duties as are deemed to be within the remit of the post.

MAIN CURRICULUM RESPONSIBILITIES (this section is not applicable to ECTs) :

- To carry out curriculum responsibilities in line with the school's improvement plan
- To maintain and update as necessary the school's policies in the above subjects in accordance with the school improvement plan and in line with the 'basic' school curriculum and guidelines, as applicable
- To evaluate and monitor the standard of teaching and learning throughout the school in above subject area
- To consult with staff to establish the purchase, maintenance and care of equipment and to be responsible for these by organising the storage of and access to equipment to support children's learning
- To keep up to date with the National Curriculum requirements, updating staff where necessary
- To update expertise by reading widely and critically and by attending courses and by passing on useful articles to other members of staff;
- To lead staff meetings and inservice training as appropriate;
- To communicate practice and philosophy to the Governing Body and parents, including parents' meetings if asked

Swindon Borough Council is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment.

Signed

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