

**TRINITY ST MARY’S C OF E PRIMARY SCHOOL**

**Job Description**

**Trinity St Mary’s C of E Primary School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Title of Post:** Class Teacher

**Salary Scale:** Mainscale/UPS

**Responsible to:** Deputy Headteacher/Headteacher

**Purpose of Job:** To provide for the educational, social, moral, spiritual and cultural development for each individual child in the class allocated for each specific academic year

**Exercise of Particular Duties**

The conditions of employment of teaches, taken from the School Teachers’ Pay and Conditions specifies the professional duties required to be carried out by all teachers. In addition a teacher employed as a teacher in a school must perform, in accordance with any directions which may reasonably be given by the Headteacher from time to time, such particular duties as may reasonably be assigned.

**Equal opportunities, safeguarding and promoting the welfare of all pupils**

* Responsibility for equal opportunities, safeguarding and promoting the welfare of all pupils
* To follow the school’s policies and procedures at all times in respect of equal opportunities, safeguarding and the welfare of all pupils

**Professional Duties**

**Teaching**

* Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events
* Planning, preparing and assessing lessons in line with school policies and schemes of work
* Teaching of lessons according to the individual needs of pupils, having high expectations (both in respect of attainment and achievement and behaviour) and setting challenging targets
* Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content
* Setting of work for pupils who may not be able to attend school, in agreement with the Deputy Headteacher
* Marking work and providing feedback (including homework in accordance with the School’s Homework Policy) to pupils and parents in line with the School Marking Policy
* Keeping up to date assessments on the development progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policy
* Administering assessment tasks and tests in line with school policy

**Other Activities**

* To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
* Contribute to and support the overall ethos/work/aims of the school
* Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher
* Be aware of support and pupil difference and ensure that all pupils have equal access to all school opportunities to learn and develop
* To promote the general progress and wellbeing of individual pupils throughout the school
* To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies
* Keep records and make reports on the personal and social needs of pupils
* Communicate and co-operate with other agencies to support the educational development/general progress and wellbeing of individual pupils and to participate in meetings arranged for any purposes described above including IEP Meetings
* To inform the Headteacher immediately of any concerns regarding a pupils safety and/or welfare
* To communicate and consult with parents of pupils and provide an accurate written annual report for parents
* To maintain good order and discipline among pupils throughout the school in line with the Behaviour, Discipline and Anti-Bullying Policy
* To safeguard every pupil’s health, safety and wellbeing in line with school policies
* To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
* To lead assemblies and to attend assemblies, when requested by the Headteacher
* To register pupils at the start of the school day and after the lunch break
* To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher

**Management**

* To plan, organise and manage the work of the Teaching and/or Learning Support Assistant/s assigned to the class, in order to have a positive impact on pupil progress
* To liaise with the Inclusion Manager to contribute to the planning and organising of the work of the TA/LSA, in order to have a positive impact on pupil progress
* To ensure that the TA/LSA assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manor

**Training and Development**

* Review and evaluate teaching methods and schemes of work
* Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
* To participate in performance management reviews in line with school policy
* To organise and lead workshops for parents to help with support their child’s learning at home

**Subject Leader Responsibilities**

1. To formulate and review policy documentation as set out in the School Improvement Plan, in full consultation with teaching staff and in particular the senior leadership team

2. To write an Action Plan for School Improvement for the subject area and evaluate the effectiveness of the plan during the school year

3. To exemplify good practice in the classroom and provide demonstration lessons for staff/Governors/Parents as appropriate

4. To collaborate with and support Key Stage leaders with developing schemes of work, ensuring progression and continuity across year groups

5. To liaise with KS3 and neighbouring pre-schools to ensure progression and continuity

6. To advise and inform staff about assessment, reporting and recording procedures within the school and new resources/information/guidance

7. To monitor and evaluate the quality of teaching and learning in the subject throughout the school, through lesson observations, book sampling, monitoring planning on a timetable agreed with the Deputy Headteacher/Headteacher

8. To be accountable for securing the highest standards of pupil achievement and attainment in the subject, through monitoring, evaluating and setting challenging targets for improvement

9. To provide a written report to the Headteacher, within 2 weeks, following monitoring and evaluation activities

10. To lead staff development meetings for teaching staff and TAs/LSAs as agreed with the Headteacher

11. To advise and inform newly qualified teachers and other new staff about the subject policy within the school

12. To attend courses and meetings and to evaluate and report back to the Headteacher and other staff on the essential issues covered

13. To keep up to date with current trends and research and to debate as appropriate

14. To audit, order, organise and allocate resources throughout the school and to take on a budget responsibility

16. To take an active role in organising special curriculum events, as agreed with the Deputy Headteacher/Headteacher

17. To ensure effective and meaningful dialogue with parents throughout the year

18. To liaise with members of the Governing Body enquiring about a particular subject, to inform them of progression of the School Improvement Plan, quality of teaching and learning and standards in the subject

19. To provide written reports/present information to the Governing Body at the request of the Governors/Headteacher

To carry out any other duties reasonably requested by the Headteacher and/or Deputy Headteacher.

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher.

This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.