

Job description

1.0 JOB TITLE Cover Class Teacher (Music, Computing or MFL)

2.0 JOB PURPOSE

To promote the general progress, health, safety, and well-being of individual pupils and of any class or group of pupils assigned to her/him.

3.0 DUTIES AND RESPONSIBILITIES

3.1 GENERAL

- a. Planning and preparing work for pupils assigned to her/him.
- b. Teaching, according to their educational needs, the pupils assigned to her/him including the setting and marking of work carried out by those pupils in school and elsewhere.
- c. Providing a stimulating classroom environment which encourages pupils to become independent learners.
- d. Assessing, recording, and reporting on the development, progress and attainment achieved by those pupils.
- e. Communicating and consulting, in accordance with current guidelines and circulars, with the parents of the pupils s/he is assigned to teach.
- f. Promoting the economic well-being of all pupils and contributing to the wider school and community
- g. Participating in arrangements made in accordance with the Performance Management Regulations for the appraisal of her/his performance and that of other teachers.
- h. Reviewing from time to time her/his methods of teaching and programme of work.
- i. Participating in arrangements for her/his further training and professional development as a teacher as appropriate.
- j. Taking all reasonable steps to maintain good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- k. Participating as appropriate in meetings at the school which relate to the curriculum, administration, or organisation of the school.
- l. Participating in arrangements, as appropriate, for preparing pupils for public examination and assessment approved by the Secretary of State; recording and

reporting such assessments and participating in arrangements for pupils presentation for and supervision during such examinations.

- m. Participation in an equitable system of cover in accordance with agreed policy.
- n. Attending and taking assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions in accordance with school policy.

3.2 SPECIFIC

- a. Ensure that the register is marked punctually and kept up to date as required by law. Wherever possible, absence should be accounted for by notes from parents or guardians and any problems reported to the attendance co-ordinator or Head Teacher.
- b. Deal with other returns and requests for information about children in the class as required.
- c. Contribute to and assist as required in keeping up to date pupil records for each pupil in the class.
- d. Contribute to references, reports to outside agencies and the like, in consultation with colleagues.
- e. Uphold the ethos of the school and implement school policy on behaviour of pupils.
- f. Order and ensure correct care and use of equipment and materials for the class.
- g. Take responsibility for the efficient use of support staff allocated to the class, both teaching and non-teaching.
- h. Help pupils with individual guidance, as necessary.
- i. Responsibility for promoting and safeguarding the welfare of children for whom he or she is responsible or comes into contact.
- j. To cover for PPA and Leadership time with a specialism in Music, Computing or MFL to teach across the whole school

4.0 LINE MANAGEMENT – RESPONSIBILITY TO AND FOR

TO Headteacher
Deputy Headteacher

FOR Support staff and students in class.

5.0 CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the Teacher's Pay and Conditions Act and subsequent Orders in terms of duties and working time, also local agreements, LA circulars, and guidelines giving interpretations of teachers conditions of service.

6.0 REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

7.0 COMPLAINTS

If, following review and amendment, agreement is not reached the appropriate procedures should be used for the settling of any disputes.

Job description issued after consultation

..... **Head Teacher**

..... **Postholder**

Date:

Person Specification
Class Teacher

Criteria:	E = Essential D = Desirable
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Criteria	Education/Qualifications
E	Qualified Teacher Status
E	Degree or equivalent

Criteria	Professional Development, Teaching & Learning
E	Evidence of commitment to own professional development
E	Successful teaching in primary schools
E	Working as part of a team
D	Outstanding classroom practitioner
D	Experience of working with children who have English as an additional language.

Criteria	Skills & Experience
E	Excellent interpersonal and communication skills
E	Ability to work closely with colleagues
E	Training in all aspects of the National Curriculum and up to date knowledge of the teaching of English and Maths.
E	An enthusiasm for teaching and an ability to inspire
E	Experience of child protection procedures and commitment to safeguarding pupils
D	Good ICT Skills
D	Able to offer an extra-curricular activity.

The Meadows Primary School is part of Excelsior Multi Academy Trust (MAT) and is a unique, innovative and friendly school, where all staff are valued and supported in their personal and professional development within a nurturing environment. We actively promote the Equality Act and will expect all applicants to demonstrate their commitment to equality in order to improve outcomes for all children who attend the school.

Applicants will also be required to demonstrate their suitability to work with children, including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behavior and attitudes to the use of authority and maintenance of discipline.

Job description issued:

Head Teacher

Postholder

Date: