

## Orchard Fields Community School



### Early Years Class Teacher.

#### Job Description

This job description is written in accordance with recommendations in the Conditions of Service handbook.

**Purpose:**

To be responsible for the education of a class of children, providing a broad based curriculum which takes account of the legal requirements of the national curriculum and the school policies and guide lines.

To be an active member of the school and share responsibilities, skills and expertise when required.

**Position in organisation:**

The teacher will be accountable to families, the school staff, the governors and may be responsible to lead or co-ordinate on a subject area.

The teacher will be specifically responsible for the children in her/his class and have general responsibility for all the children in the school with regard to behaviour and discipline. The teacher will have a responsibility to offer curricular support to colleagues when required and to generally support new members of staff.

**Responsibilities:**

The class teacher is expected to:

- Be available for work for 195 days in any school year as specified by the head teacher.
- Provide a stimulating learning environment for the children which is in accordance with the health and safety requirements and have responsibility for the monitoring and maintenance of any resources used in the classroom.

- Ensure that planning is completed weekly and daily and that it reflects the requirements of the National Curriculum and the long and medium term plans of the school.
- Include setting and marking of work to be carried out by the pupil in school and elsewhere.
- Maintain records for each child and ensure that assessment activities are carried out in order to promote continuity of learning and assessment within the school. When children transfer, ensure that the records are accessible to those who need to see them.
- Promote positive behaviour and have good classroom management skills.
- Ensure that the school's safeguarding policies and procedures are followed in order to keep children and adults safe.
- In consultation with colleagues, set end of year targets for each child and set individual targets for each child in Literacy and Numeracy.
- Liaise with the SENCo on providing support and a differentiated curriculum for children with special educational needs.
- Liaise with, and prepare reports for, the outside agencies who can provide expertise for children experiencing difficulty.
- Manage other adults within the classroom, prepare plans for the TA. and provide a supportive working climate.
- Promote a climate which invites parents to be involved in their child's learning, keeping parents properly informed about the work planned and the way it relates to their child's needs encouraging specific support when needed.

### **Relating to the whole school.**

The class teacher is expected to:

- Promote a friendly welcoming climate.
- Ensure consistency of practice across the school.
- Help maintain good order and discipline throughout the school.
- Participate in school related administration and organisational tasks such as registration, playground duty, assemblies etc (i.e. tasks which call for teacher's professional skills and judgment.
- Play an active role in staff meetings and attend courses relevant to personal professional development and/or the needs of the school.
- Attend parent meetings and consultations.
- Support the school in its links with the wider community and parental engagement events.

- Be prepared to run one after school club weekly.
- Supervise, and as far as is practicable, teach any pupils whose teacher is not available to them, for no more than 38 hrs in any school year, except in the case of a teacher employed wholly or mainly for the purpose of providing such cover.

**Planning and preparation time**

The class teacher will:

- Be allowed reasonable periods of time, PPA time, to enable them to carry out their duties - planning and preparing courses and lessons, assessing, recording and reporting on the development, progress and attainment of children and assessments and reports.
- Have not less than 10% of their timetabled teaching time for PPA.
- Not be required to carry out any other duties, including the provision of cover, during their PPA time.

Name:

Signed

Date: