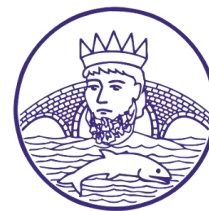


King Athelstan Primary School

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Headteacher: Emily Newton

JOB DESCRIPTION

Title of Post	Class Teacher (Maternity Cover)
Salary	Main Scale 1-6 (£39,194 - £52,239)
Contract	Temporary - Maternity Cover
Responsible to	Senior Leadership Team and Headteacher

JOB PURPOSE

The post holder will:

-Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document and meet the expectations set out in the Teachers' Standards.

This includes:

- Undertaking the planning, preparation, teaching, assessment and pastoral care of the pupils in their class as well as administrative duties in respect of the class and other general responsibilities in the school as agreed with the Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

Teaching

- Plan, prepare and deliver exciting and purposeful learning activities, in collaboration with colleagues and coordinators, to ensure that all pupils have access to a broad, balanced, relevant and stimulating curriculum in accordance with the school, LA and National requirements or guidelines.
- Assess, monitor, record and report on the learning needs, progress and achievements of pupils, in accordance with school policies and LA or National requirements, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of pupils, ensuring that the provision meets the needs of all learners.
- Through target setting and personalised learning opportunities, set high expectations which inspire, motivate and challenge pupils to make good progress and achieve high standards.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for external tests as required.
- Create a purposeful, motivating and inclusive learning environment in line with the school's policy, contributing to display for whole school projects, and the organisation of resource areas as required.
- Ensure children have access to a wide range of learning opportunities both in and out of school, drawing on the talents and expertise of a diverse range of organisations and professionals.
- Plan specific support and implement agreed strategies for targeted pupils (for example pupils with SEN or EAL or those who are entitled to Pupil Premium funding). Monitor their progress, evaluate impact (e.g. through SEND plans) and liaise with leaders and other agencies as required.

Whole-School organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's development plans, policies, practices and procedures, so as to support the school's vision and values.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure improved outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

- Take responsibility as a curriculum leader, monitoring and evaluating an agreed area in accordance with the school's guidelines for curriculum leaders. (depending on experience)
- Regularly review own work and practice and participate in continuing professional development activities, including the annual performance management cycle.

Health, Safety and Behaviour

- Work under the direction of the Leadership Team to provide a happy, caring and secure learning environment for all children in the school.
- Maintain due regard to health and safety, report any safety concerns and to carry out risk assessments when necessary to ensure the safety and well-being of all members of the school community.
- Undertake duties, supervision etc. in accordance with the school's organisation.
- Continually strive for high standards of work, behaviour, attendance and punctuality from children within the class and to contribute to the overall standard of good behaviour expected by all pupils throughout the school.
- Maintain good order and discipline among pupils, managing behaviour effectively, including those with complex needs, to ensure a good and safe learning environment.

Communication

- Take part in the appraisal and professional development of others, where appropriate.
- Communicate clearly and work closely with parents/carers to improve outcomes for individuals
- Lead parent/carer meetings and contribute to school functions and events where possible, developing positive relationships with those within the school community.

Working with colleagues and other professionals

- Develop effective professional relationships with colleagues.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Take part in further training and development in order to improve own teaching.
- Participate in regular staff meetings, CPD, discussions and management systems to ensure the co-ordination and development of the work of the school as a whole.

Personal and Professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out teacher's professional duties and responsibilities.
- Maintain confidentiality of information.

Management of staff and resources

- Direct and supervise support staff working within the class, and where appropriate, other teachers
- Contribute to the professional development of other teachers and support staff as appropriate.
- Deploy resources appropriately within the classroom environment, in line with school policy and practice.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

Other areas of responsibility

- Carry out any other duties as the Headteacher may reasonably direct.

REVIEW

This job description is subject to annual review and may be amended by the Headteacher in discussion with the post holder in the light of changes to King Athelstan Primary School or to provide appropriate development opportunities or the addition of any other duties.

This job description was last reviewed April 2025