



Coombe Academy Trust

Knollmead Primary School, Knollmead, Surbiton, Surrey KT5 9QP

Tel: 020 8337 3778, E-mail: [vacancies@knollmeadprimary.co.uk](mailto:vacancies@knollmeadprimary.co.uk)

## Job Description

Job Title	Key Stage 2 Class Teacher
Department or area	Knollmead Primary School
Responsible to:	Head teacher
Purpose of the post	<ul style="list-style-type: none"> <li>To ensure the development of pupils by teaching the agreed school curriculum with due regards for the aims and objectives of the school and the needs of the individual pupils</li> <li>To coordinate a curriculum subject area throughout the school (if not NQT).</li> </ul>
Main responsibilities	<ul style="list-style-type: none"> <li>To carry out the professional duties of a teacher as identified in the current Pay and Conditions Document, as circumstances may require, under the direction of the Head teacher</li> <li>To be part of the school's team with a commitment to the school's aims, priorities, targets and development plans</li> </ul> <p>Curriculum</p> <ul style="list-style-type: none"> <li>To plan monitor and evaluate curriculum delivery, according to curriculum requirements and school planning; preparing schemes of work, short and medium plans, lessons and flipchart slides</li> </ul>

- To ensure thorough record-keeping details are maintained for individual pupils and the whole class in accordance with agreed whole school procedure
- Develop a range of teaching skills which address school and national issues such as SEN, EAL, Pupil Premium, Summer born pupils, more able, Looked After Children and vulnerable children and enhance the thinking and independent skills of all pupils

#### Pupils

- Promoting, and monitoring the educational, social, emotional, behaviour, health and economic well-being of all pupils in order for them to make a positive contribution to society
- To foster equality of opportunity for all pupils with particular reference to race, gender and disability and to promote British values
- To ensure pupil progress is maintained to a high level where expectations are clearly set and communicated to pupils and parents
- Maintaining good order and discipline among the pupils and safeguard their health and safety at all times
- To consult with senior staff and/or the Head teacher, where specific educational, social, behavioural issues cause concern and may require pupil SEN support/help and where necessary, with SENCo support, to prepare Educational Health and Care plans for pupils

#### Record Keeping

- Assessing, recording and reporting on the development, progress and attainment of pupils. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils including using and interpreting target tracker
- Making records of and reports on personal and social needs of pupils
- To ensure there is regular liaison between year groups and appropriate records are passed on

#### Personal Development

- Regularly review your methods of teaching and current curriculum in line with research

	<ul style="list-style-type: none"> <li>• Actively participate in arrangements for your further training and CPD as a teacher</li> </ul> <p>Subject leader (if appropriate)</p> <ul style="list-style-type: none"> <li>• To develop your subject in relation to the whole curriculum and other subjects with regard to continuity and progression</li> <li>• To contribute to the School Development Plan</li> <li>• To review subject policy on a regular basis and support class teachers with assessment, recording and reporting of pupils' progress</li> <li>• To liaise with Governors, community partners, borough staff and outside agencies</li> <li>• To attend cluster meetings and other appropriate INSET as directed by the Head teacher</li> <li>• To promote your curriculum area by entering competitions, organising extracurricular activities, clubs, awareness days/ weeks, booking visitors and educational visits</li> <li>• To engage with research to ensure up to date subject knowledge and pedagogical content knowledge (the integration of subject expertise and skilled teaching of that particular subject)</li> </ul>
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Key Internal Relationships	<ul style="list-style-type: none"> <li>• Head teacher and Senior Leadership Team, teaching staff, support staff and pupils</li> </ul>
External Relationships	<ul style="list-style-type: none"> <li>• Parents, community partners, academy trust, borough staff, other schools in and out of borough, other relevant organisations, visitors to the school</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Ensure health and safety and child protection regulations are observed at all times</li> </ul>

Undertaking other duties as may reasonably be expected

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder*

