

CURZON C OF E COMBINED SCHOOL

NAME:

POST: Class Teacher

GRADE:

ACCOUNTABLE TO: Headteacher

POSTHOLDER: The responsibilities of the post are to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document so far as is relevant to the post holder's title and salary grade.

ROLE: To be responsible for the education and welfare of a class of children within the above school as designated by the Headteacher and carry out other associated duties as are reasonably assigned by the Headteacher. The post holder will be responsible for the supervision of the work of classroom assistants relevant to his/her responsibilities.

DUTIES:

- Safeguarding the health and safety of the children assigned to him/her and assuming pastoral responsibility for them in accordance with school policy and practice.
- Assuming responsibility for the overall development of the child and having a working knowledge of and fostering the schools' aims, objectives in line with the school's mission statement.
- Having high regard for the school's distinctive Christian character, publically supporting at all times
- Promoting the school's vision and values at all times.
- Promoting equal opportunities within the school and seeking to ensure the implementation for the school's equality policies.
- Maintaining a high standard of pupil behaviour in accordance with the school's policies
- Modelling a high standard of behaviour following the Staff Code of Conduct
- Having appropriate regard to the abilities and needs of each individual child, drawing on prior learning, setting high expectations for all and differentiating accordingly.
- Encouraging children to value and respect themselves and others.
- Planning and preparing the teaching programme for the class, covering all statutory elements of the National Curriculum in accordance with common school policy and involving consultation with the Headteacher and other staff as appropriate.
- Keeping up to date medium term plans for foundation subjects and daily lesson plans for English and Mathematics saved on the server.
- Preparing short term lesson plans for lesson observations or when requested.
- Following the school policies for assessment, marking and feedback, homework and all subjects
- Target setting and regular assessment, recording, analysis, reporting, monitoring and evaluation of pupil progress in line with current N.C. and ODBST and school requirements.
- To provide helpful, constructive feedback to pupils both written and verbal on what they are already doing well and what they need to do next in line with the school marking and feedback policy.
- Be accountable for the attainment, progress and outcomes of pupils' in your class

- Providing or contributing to oral and written assessments including the preparation of written records and reports indicating a child's progress annually and/or as required by the Headteacher.
- Reviewing and writing SEN support plans termly with parents and pupils
- Working with all other staff, subject leaders, external services (where appropriate), other schools within the ODBST and persons or bodies outside the school as a willing team member.
- Participating in meetings necessary to contribute to the well being and educational needs and development of the children and the organisation of the school.
- Encouraging the involvement and support of parents and Governors through communication and consultation.
- Deploying support staff effectively as appropriate
- Seizing opportunities to liaise with feeder, receiver and other local schools/nurseries as appropriate and fostering links with the community and with other agencies for the benefit of the school and its pupils.
- Day to day responsibility for classroom organisation and maintenance of an attractive, inspiring, well ordered, uncluttered classroom environment.
- Marking attendance registers, carrying out playground duties, preparing and supporting collective acts of worship and organising classroom stock and resources.
- Participating in arrangements made in accordance with the Performance Management requirements for the appraisal of his/her performance and that of other teachers.
- Willingness to further professional skills, attending INSET and staff meetings and seeking out training opportunities.
- Being receptive to in-house mentoring and coaching and any feedback given.
- Performing duties as related to directed time (1265 hours policy).

In addition the following curriculum responsibilities are required.

SUBJECT LEADER RESPONSIBILITIES

These will include:-

- Completing the subject leader calendar of tasks and updating the subject leader action plan each term.
- Analysing standards (Target Tracker data in subjects where this is kept), teachers' and pupils' work, attitudes and pupil progress in the above area/s, keeping a collection of pupil work to use as a basis for moderated assessment.
- Taking action to raise standards of attainment by setting and implementing initiatives /Action Plans and monitoring and evaluating standards this/these areas in consultation with the Headteacher and staff.
- Ensuring that the aims of the subject linked to Curzon's specific context are shared by all.
- Ensuring that the units are coherently sequenced and that the rationale behind the order of these is shared by all.
- Monitoring plans to ensure thorough curriculum coverage and that the plans well sequenced, support gaps in knowledge for disadvantaged children, have high expectations for SEN and higher attaining pupils, make clear cross curricular links.
- Developing assessment, recording and tracking techniques which are in line with school assessment procedures and policies
- Working with the Headteacher and staff to maintain continuity and progression.
- Producing, implementing and keeping under review, policy documents in consultation with the Headteacher and staff.
- Conducting audits / reviews when appropriate
- Leading staff meetings/INSET when required.
- Being responsible for the evaluation and requisition of books, materials and equipment in the teaching of the area/s specified. Monitoring their care and condition and ensuring their availability.
- Providing help and support to all staff.
- Keeping up-to-date with national and ODBST/ LA initiatives, documents and events, policy and practice, attending network group meetings/courses when appropriate and implementing new ideas which will improve the teaching and learning of the subject
- Reporting to the Curriculum Committee at least once a year on content, policy, progress, evaluation of actions and standards
- Monitoring health and safety practice in the subject, ensuring up to date risk assessments are drafted and revised annually
- Ensuring regular educational visits are planned on a cyclic basis and that the school grounds and other outside resources are used
- Leading positively and with enthusiasm, modelling good practice!

2.5 Health & Safety Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- check classrooms/work areas are safe;
- check equipment is safe before use;
- ensure safe working procedures are followed (e.g. Staff Code of Conduct, ICT Code of Conducts for both pupils and staff);
- co-operate with the ODBST, school governors and headteacher on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- report immediately to their Headteacher/Line Manager any serious or immediate danger;
- report to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participate in health and safety inspections where appropriate.



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PERSON SPECIFICATION – CLASSTEACHER

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	1. Qualified Teacher status	
Work-Related Experience and Associated Skills	1. Effective teacher 2. Commitment to raising standards 3. High expectations 4. Sound knowledge of the curriculum 5. ICT competent 6. Awareness of safeguarding issues 7. Lifelong Learner 8. Good lesson observation record	1. Experience and knowledge of National Curriculum
Other Relevant Experience and Training	1. Safeguarding training	1. Experience in employment outside of teaching 2. Evidence of professional development within the last five years which should include curriculum development. 3. Subject leadership
Personal Skills / Special (ist) Knowledge	1. Strong interpersonal skills 2. Commitment to continuous improvement within a learning community 3. Good communication skills 4. Good ability to collaborate and work well within a team 5. Work independently showing initiative 6. A sense of humour 7. Able to show personal strategies to cope with any times of increased stress	1. Interests outside school 2. Able to lead an initiative
Specialist Working Conditions	1. Available for Parents' Evenings, meetings with parents, Senior Management or governors 2. Work as part of a team 3. Ability to supervise Teaching Assistants 4. Liaise with all staff 5. Supportive of Christian ethos 6. Willing to offer Extra Curricular Activities	