JOB DESCRIPTION

READING BOROUGH COUNCIL	**Department/Directorate:** **DEACS**
Post Reference No:	**Location:** **REDLANDS PRIMARY SCHOOL**
Job Title: **CLASS TEACHER**	**Grade/Salary Range:** **MAIN PAY SCALE**

JOB PURPOSE

- To teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and lead a designated curriculum area as appropriate (not applicable to NQTs);
- To monitor and support the overall progress and development of pupils;
- To contribute to raising standards of pupil attainment;
- To share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment;
- To maintain the positive ethos and core values of the school, both inside and outside the classroom;
- To contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The post holder is responsible to:

- the Headteacher;
- the relevant member of the school leadership team in respect of curriculum and pastoral matters.

MAIN DUTIES AND RESPONSIBILITIES

The class teacher will:

- uphold the vision, values and aims of the school;
- implement agreed school policies and guidelines;
- ensure matters relating to the safeguarding of children are prioritised and raise any safeguarding concerns with the appropriate senior member of staff;
- support initiatives decided by the Headteacher/leadership team and contribute to the achievement of the school development plan and its implementation;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- promote the global dimension in delivery of the curriculum and in school life;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep relevant and efficient records, integrating formative assessment and summative

assessment into weekly and termly planning;

- report to the Headteacher, leadership team and parents on the development, progress and attainment of pupils;
- maintain a calm and focused learning atmosphere and good discipline amongst pupils, in accordance with the school's behaviour policy;
- promote equal opportunities and maintain a learning environment free from bullying and racism;
- take part in and contribute to staff training and meetings;
- lead a curriculum area throughout school (not NQTs);
- communicate and co-operate with specialists from outside agencies;
- plan for, organise and direct the work of support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers and/or teaching assistants;
- form and maintain close links with parents through discussion, parents' meetings and annual reports;
- work with any relevant external agencies to ensure pupils' needs are fully met;
- organise and contribute to class and whole school assemblies;
- supervise playtimes;
- attend and support events in the life of the school;
- meet the national standards for Qualified Teacher Status and/or Teachers' Standards;
- be subject to the national conditions of employment for schoolteachers as set out in the current copy of the School Teachers' Pay and Conditions Document.

Subject leader responsibilities (not applicable for NQTs):

- assist in the development of curriculum, policies, schemes of work, resources and teaching strategies in the agreed curriculum areas;
- develop own expertise in the agreed curriculum areas;
- keep abreast of the agreed curriculum areas through research, CPD etc;
- act as a consultant to colleagues;
- provide and deliver relevant training for staff in the agreed curriculum areas;
- cooperate with and, where appropriate, advise colleagues in the review, development and management of the agreed curriculum areas in the school;
- produce, in consultation with colleagues, written policies and guidance and lead staff in the discussion of policy and guidance;
- oversee the effective use of curriculum resources in the agreed curriculum areas;
- ensure 'Best Value' in the procurement of resources in the agreed curriculum areas;
- ensure legal compliance with statutory curriculum guidance;
- coach colleagues to ensure good practice in the agreed curriculum areas;
- monitor and assist in the evaluation of the delivery of the agreed curriculum areas across the school;
- network and liaise with colleagues in other schools to ensure equity and continuity in the agreed curriculum areas.

SCOPE OF JOB (Budgetary/Resource control, Impact)

- Manage and monitor budgets and resources associated with subject leadership

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post? ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? NO

Does the post require a Protection of Children Act (POCA) check? YES

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? Childcare Disqualification Regulations Declaration

Is this post 'politically restricted'? NO

You have a duty to be aware of your financial responsibilities as outlined within the finance manual.

What Level H&S Responsibilities are applicable to this post? LEVEL 2

Risk Assessment

Be aware of and contribute to general risk assessment procedures.

Other responsibilities in line with the post

May be added to by mutual agreement in discussion with the Headteacher

Signed:

Dated: