



St. Mary's CE Primary School

CLASS TEACHER

Job Description

Pay Scale: MPS

Responsible to: The Head Teacher

Purpose

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and Diocese, LEA and school policies.

Priorities

- To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies
- To take responsibility for planning appropriate opportunities for children to develop strong personal and social skills throughout the curriculum
- To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy
- To manage additional adults effectively within the classroom
- To take responsibility for maintaining a high standard of pupil discipline, both in the classroom and around the school, in accordance with whole school policies

Class Teacher Responsibilities

- To plan work for the class in accordance with national, Diocese, LEA and school curriculum policies and in co-operation with senior staff to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
- To ensure an accurate match between the learning experience offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
- To ensure that children progress quickly to the next steps in their learning, by effectively using a range of Assessment for Learning strategies.
- To make appropriate educational and inclusive provision for children with SEN, those with emotional and behaviour difficulties and those learning EAL, with support from the Inclusion Manager, other senior members of staff and specialist staff and/or external agencies.
- Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.
- To ensure that children develop the skills of critical thinking and have opportunities to apply these effectively across the curriculum.
- To ensure children develop effective communication and social skills, such as turn taking, negotiation, empathy, anger management and conflict resolution.
- To provide children with opportunities to manage their own learning and become independent and self-motivated learners.
- To create a well-managed, secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and behaviour.

- To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
- To maintain a high standard of display both in the classroom and in other areas of the school.
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
- To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
- To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
- To liaise with colleagues both school based, from the Diocese, LEA and from other external bodies as required.
- To take responsibility for the effective management of other adults in the classroom, in order to maximise support for children's learning.
- To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
- To attend staff meetings, team meetings and other meetings, as required, in order to fulfil any of the purposes described above.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

Subject Leader Responsibilities

- To track and support the academic progress of students in your subject area
- To produce long, medium and short term plans for the delivery of the subject area
- To ensure the schemes of work for the subject are drawn up and reviewed and revised, to ensure continuity, curriculum coverage and progression for all pupils
- To plan effective delivery of the curriculum within the subject areas
- To manage resources within the subject area
- To be responsible for creating and updating school policies
- To provide an outstanding professional model as a classroom practitioner
- To liaise with the Head Teacher, Deputy Head Teacher, and Class Teachers as appropriate in matters of progress and attainment of the pupils
- To promote enrichment activities within the subject area e.g. to run an after school club, plan and deliver theme weeks etc.
- To be responsible for subject rooms and displays at all times
- Convey a positive 'can do' attitude, motivate and inspire staff to secure successful outcomes
- Ensure that appropriate methods of assessing and recording children's needs and progress are introduced and maintained
- Provide professional development opportunities for all staff
- Advise and assist Class Teachers and other members of staff in planning individual or group programmes for children who require extra provision
- Liaise with other subject leaders and co-ordinators to ensure that appropriate provision is made for children across all areas of the curriculum
- Update the Head Teacher and the Governing Body on the effectiveness of provision for pupils

- Ensure parents are well informed about the curriculum, targets, individual pupil progress and achievement
- Select equipment and materials for order within an agreed budget
- Keep informed of current developments by attending in-service course, visits, reading and study

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives, as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue: ____ / ____ / ____

Signature of Post holder: _____

Signature of Head Teacher: _____