



EUREKA PRIMARY SCHOOL

JOB DESCRIPTION – CLASS TEACHER

Title of post:	Class teacher (0.81 contract)
Salary scale:	Main Scale
Responsible to:	Headteacher

Music and Modern Foreign Languages Subject Lead

General Duties:

To be responsible for the education and welfare of pupils in accordance with requirements of Conditions of Employment for Teachers, having due regard to the requirements of the early learning goals and National curriculum, the schools aims and objectives and policies of the school.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Planning, Teaching and Class Management

Teach allocated pupils by planning teaching to achieve progression of learning through:

- Identifying clear learning objectives and specifying how they will be taught and assessed.
- Setting tasks which challenge, inspire and engage pupils.
- Setting appropriate and demanding expectations.
- Setting clear targets which build on prior attainment.
- Working within school guidelines for the identification, reporting and provision of programmes of work for pupils with additional needs.
- Providing clear structures for lessons which maintain pace, motivation and challenge.
- Ensuring effective teaching which takes account of pupils preferred learning styles and makes best use of available time.
- Ensuring that children acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Working closely with other teaching staff to ensure progression and continuity across the curriculum.
- Evaluating their own teaching critically to improve effectiveness.
- Taking responsibility for the organisation, planning and efficient use of the teaching area and resources within it.
- Maintaining good order and discipline among the children and safeguarding their health and safety, while providing a happy, secure environment for all children.
- Promote pupil's independence and co-operation developing their social, emotional and behavioural skills in a variety of situations.
- Provide remote home learning when required, following the school's plan and protocols.

Monitoring, Assessment, Recording and Reporting

- Make effective use of an appropriate range of observation, assessment and monitoring strategies - assessing how well learning objectives have been achieved and using this to improve specific aspects of teaching and inform future planning.
- Marking and monitoring pupils work, supporting and guiding pupils to reflect on their learning, setting positive targets for improvement and promoting successful independent learning.
- Assessing and recording pupils' progress and attainment systematically and keeping records of attainment.
- Monitoring individual strengths and weaknesses and identifying the standards at which a pupil is working.
- Working closely with other teachers to ensure that assessments are moderated and agreed.
- Maintaining a register of pupils and keeping a record of authorised / unauthorised absence.

Management Responsibilities

In addition, you are required to carry out the following duties in co-operation and consultation with the Headteacher:

- To manage the work of teaching assistants, parents / carers and other adults in the classroom to enhance learning opportunities for pupils.
- To liaise with parents in the welfare and development of their child and to build positive relationships between home and school.
- To liaise with other agencies involved with individual children, including children with additional needs.
- To liaise with other teaching staff to ensure progression and continuity across the curriculum.
- To lead an agreed area of the curriculum – **Music and Modern Foreign Languages**.

Music and Modern Foreign Languages Subject Lead

- To audit, analyse and create action plans to promote and develop Music and Modern Foreign Languages.
- To monitor and evaluate Music and Modern Foreign Languages curriculum subjects, ensuring effective implementation and that our vision and intent are met.
- Collate termly summative assessment (including for Disadvantaged and More Able), analysing trends and discussing actions with SLT.
- To ensure National Curriculum coverage in all year groups by monitoring long term and medium term plans and children's work.
- To promote Music and Modern Foreign Languages curriculum subjects within school and the community, with: displays; WOW events; local, cluster schools; competitions and clubs.
- To liaise with the Curriculum Lead and Headteacher to organise enrichment subject days, when timetabled.
- To personally keep up to date with developments in curriculum subjects and to deliver in-service training to staff when appropriate.
- To offer support to colleagues when necessary, which could be peer teaching, mentoring and coaching.
- To source and purchase resources, when necessary.
- To keep curriculum pages on the school website up to date.
- To promote and oversee the use of 'Charanga', an online programme of music provision.
- To organise with staff and be responsible for the display of songs to be learnt and sung in assemblies, including for significant times of the year (Harvest, Christmas, Easter).
- To seek out community based Music opportunities and engage with these.
- To promote and oversee the use of 'Language Angels', an online programme of MFL provision.
- To make links with local secondary schools for language learning opportunities.

Other Professional Requirements

- To have a working knowledge of teachers' professional duties and legal liabilities.
- To participate in arrangements for Performance Management within school, local and national guidelines.
- To support the schools' Equal Opportunities Policy.
- To be committed to safeguarding and promoting the welfare of pupils in line with school policy and practice.
- To comply with the health and safety policy and inform the appropriate person of potential health and safety issues.
- To actively follow the school's child protection [safeguarding] policy and guidelines.
- To establish effective working relationships and set a good example through their professional and personal conduct.
- To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- To take responsibility for their own professional development and duties in relation to school policies and practices.
- To liaise effectively with parents / carers and governors.
- To liaise with other agencies as appropriate to ensure pupils' learning and pastoral needs are met.
- To continue to contribute to the development of the school curriculum and teaching methods and their review.
- To undertake other duties and responsibilities as may reasonably be required by the Headteacher.

Eureka Primary school is committed to safeguarding and promoting the welfare of children and young people. Eureka expects all staff and volunteers to share this commitment.