

NEWNHAM CROFT PRIMARY SCHOOL

Post Title:	CLASSROOM TEACHER
<p>The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:</p> <p>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
Purpose:	<p>Responsibility for Learning and teaching of a class.</p> <p>Co-ordinating activities relating to a negotiated subject area.</p>
Responsible to:	Head Teacher
Responsible for:	Functions listed under duties and particular duties
Scope:	<p>Classroom teacher</p> <p>Subject Co-ordination</p>
Salary/Grade:	Main Scale / Upper Pay Spine
Duties:	<p>TEACHING</p> <ol style="list-style-type: none"> 1. To be responsible for teaching a class. 2. To contribute to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events. 3. To plan, prepare and assess lessons in line with school policies and schemes of work. 4. To provide regular feedback to parents about their child's progress and well-being in line with the schools' procedure for parental contact, including the end of year written reports for parents. 5. To teach lessons according to the individual needs of pupils, having high expectations and setting challenging targets. 6. To promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content. 7. To set and mark homework as appropriate and in line with the school's homework policy. 8. To keep up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policy. 9. To demonstrate a good standard of classroom practice and to reflect on own teaching. 10. To implement, monitor and evaluate national initiatives – literacy, numeracy and ICT. 11. To administer assessment tasks and tests in line with school policy. <p>Religious Education</p> <ol style="list-style-type: none"> 1. To ensure that all children receive appropriate instruction in religious education, as outlined in the Cambridgeshire agreed syllabus. <p>Extra Curricular Duties</p> <ol style="list-style-type: none"> 1. To promote good relationships with parents by attending meetings, fund raising

- events and other activities.
2. To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the whole community.
 3. To be aware of the key priority areas for improvement in the SDP and contribute towards its progress.
 4. To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns immediately to the Head teacher.
 5. To be aware of and support pupils differences and ensure that all pupils have equal access to all school opportunities to learn and develop.
 6. To promote the general progress and well being of individual pupils through the school, in line with the Healthy Schools standards.
 7. To maintain good order and discipline among pupils throughout the school, in line with Behaviour Policy.
 8. To safeguard every pupil's health, safety and well being in line with school policies.
 9. To keep records and make reports on the personal and social needs of pupils
 10. To communicate and co-operate with other agencies to support the educational development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above.
 11. To register pupils at the start of the school day and after lunch break.
 12. To provide advice and guidance to pupils and parents on educational, emotional and behavioural and social matters in line with school policies and in consultation with the Head teacher.
 13. To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.
 14. To lead assemblies and to attend assemblies when requested by the Head teacher.
 15. To supervise pupils throughout the school during playtimes and at any other times requested by the Head teacher.
 16. To foster and support extra-curricular activities in the interest of the school community e.g. school plays, concerts, clubs, exhibitions etc.

MANAGEMENT

1. To ensure that all Health and Safety procedures are implemented.
2. To plan with, organise and manage the work of the teaching assistant.
3. To manage and organise all classroom resources.
4. To liaise with the SENCO to contribute to the planning and organising of the work of the teaching assistant in order to have a positive impact on pupil progress.
5. To ensure that the TA assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manner.
6. To assist with the induction and support for NQT or visiting students as part of their school experience, work placement or Initial Teacher Training.

TRAINING AND DEVELOPMENT

1. To review and evaluate the teaching methods and schemes of work.
2. To participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
3. To participate in performance management reviews in line with school policy

SUBJECT LEADER RESPONSIBILITIES

1. To formulate and review policy documentation as set out in the School Development Plan in full consultation with teaching staff.
2. To write an Action Plan for School Development for the subject area and evaluate the effectiveness of the plan, on an annual basis.

	<ol style="list-style-type: none"> 3. To exemplify good practice in the classroom and provided demonstration lessons for staff/governors/parents as appropriate. 4. To collaborate with and support other subject leaders with developing schemes of work, ensuring progression and continuity across year groups. 5. To advise and inform staff about assessment, reporting and recording procedures within the school and new resources/information/guidance. 6. To monitor and evaluate the quality of teaching and learning in the subject. 7. To provide a written report to the Head teacher following monitoring and evaluation activities. 8. To lead staff development meetings for teaching staff and TAs as agreed with the Head teacher. 9. To advise and inform newly qualified teachers and other new staff about the subject policy within the school. 10. To attend courses and meetings and to evaluate and report back to the Head teacher and other staff on the essential issues covered. 11. To keep up to date with current trends and research and to debate as appropriate. 12. To audit, order, organise and allocate resources throughout the school and to take on a budget responsibility. 13. To take an active role in organising special curriculum events, as agreed with the Head teacher. 14. To contribute information to parents' meetings. 15. To liaise with members of the Governing Body enquiring about a particular subject, to inform them of progression of the School Development Plan, quality of teaching and learning and standards in the subject. 16. To provide written reports/present information to the Governing Body at the request of the Governors/Head teacher.
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All the above duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

I have read and accept the responsibilities outlined within this job description.

Staff member.....

Date.....

Head teacher.....