Gildredge House Recruitment
Primary Class Teacher
Job Description

Responsible to: The Primary Head

Job Purpose:

- To deliver high quality teaching to students within the Primary phase, whilst maintaining the positive ethos and core values of the school, both inside and outside the classroom.

The main areas of responsibility and the assigned duties are specified below.

The post holder will ensure the smooth running of the class and contribute to initiatives to improve/develop the school's response to Government legislation and children's services guidelines. The post holder is accountable to the Primary Head

Responsibilities:

1. Provide stimulating and academically rigorous teaching of a Primary Class;
2. Keep up-to-date with current developments in content and methods of a creative curriculum;
3. Lead the teaching of a curriculum area in either KS1 or KS2;
4. Help to implement the Primary Curriculum with key skills at the core;
5. Implement strategies to continue the rise in academic achievement;
6. Develop teaching resources with the year group team, particularly with regard to differentiation for students of different abilities and the increased use of ICT;
7. Maintain a sequence of classroom displays and other curriculum materials, to create a stimulating and welcoming environment;
8. Make a full and dynamic contribution to the School and its extra-curricular activities.

A classroom teacher's professional duties are deemed to include the following:

Teaching (having regard to the curriculum of the school):

- teach the students assigned to the teacher (according to their educational needs) and set and mark work to be carried out by the students, following the School marking policy;
- ensure that organisation of classroom preparation meets the varying learning, social and emotional needs of the students;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all students;
- plan the long, medium and short term curriculum for the whole class and individual children;
- ensure that effective assessing, recording and reporting on the development, progress and attainment of students is carried out according to school policy;
- set clear targets, based on prior attainment, for students' learning;
- support initiatives decided by the Head Teacher, Senior Leadership Team and other staff;
- implement whole school policies.

Other activities

- promote the general progress and well-being of individual students and of any class or group of students assigned to the teacher;

- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- maintain good order and behaviour amongst students, in accordance with the school's behaviour policy;
- make records of, and reports on, the personal and social needs of students;
- communicate and consult with the parents of students;
- communicate and co-operate with persons or bodies outside the school;
- participate in meetings arranged for any of the purposes described above;
- undertake an extracurricular activity;
- attend school events and productions;
- support parents, children and the school by running parent workshops;
- undertake duties as and when required to do so;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;

Review: further training and development

- review methods of teaching and programmes of work; and
- participate in arrangements for further training and professional development.

Educational methods

- advise and co-operate with the Assistant Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements.

Discipline, health and safety

- maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
- be aware of safeguarding and health and safety issues and school policy.

Staff meetings

- participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Covering for absent colleagues

- supervise / teach any students whose teacher is not available.

Administration

- participate in administrative and organisational tasks related to the duties described above, including (i) the management or supervision of persons providing support for the teachers in the school and (ii) the ordering and allocation of equipment and materials;
- attend and take assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning and the safeguarding, well-being and care of students.

It should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time.

SIGNED: **DATE:**