

Findern Primary School  
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JOB DESCRIPTION-CLASS TEACHER

**Post:** Class teacher and Early Years Lead

**Responsible to:** Head teacher

**Purpose of job:** To carry out the duties of a teacher, as set out in The School Teachers’ Pay & Conditions Document and to lead a subject across the school.

**Key Responsibilities**

1. **Core Purpose and Accountability**
   1. To implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for pupils.
   2. To facilitate, support and monitor the overall progress and development of all pupils against the National Curriculum.
   3. To foster a learning environment and educational experience, which provides children with the opportunity to fulfil their individual potential.

## Teaching, Learning and Assessment

* 1. To teach pupils in their assigned group according to their educational needs, including the setting and marking of work.
  2. To direct and supervise the work of Teaching Assistants allocated to the class.
  3. To assess, record and report on the attendance, progress, development and attainment of assigned pupils and keep such records as are required by the school’s systems.
  4. To ensure a high quality learning experience for pupils, which meets internal and external quality standards.

## Behaviour and Safety

* 1. To support and contribute to the school’s responsibility for safeguarding children.
  2. To set high expectations for pupil’s behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school’s behaviour policy.

## Leadership and Management

* 1. To be responsible for leading EYFS by: ensuring staffing and correct ratios maintained with support from headteacher; planning a creative, progressive curriculum for reception and nursery children; ensuring assessment is rigorous and feeds into planning; directing nursery staff and sharing best practice; working closely with nursery lead to ensure best outcomes for pupils; by liaising with SENDCO to best support children in reception and nursery with additional needs.
  2. To be responsible for the co-ordination of an area of the school curriculum; ensuring a policy is produced and reviewed, according to the school’s schedule, and is complimented by associated

schemes of work.

* 1. To collate and analyse information relating to the standards achieved in the curriculum area for presentation to the Leadership Team.
  2. To audit resources in the curriculum area; secure and allocate the resources necessary to deliver the curriculum area(s) within an allocated budget.
  3. To advise and support other members of staff on the content and delivery of the curriculum area(s).
  4. To identify and secure provision of appropriate in-service professional development in relation to the curriculum area, with the support of the Leadership Team.
  5. To contribute to the formulation and evaluation of the school’s assessment practice in relation to the area(s) of the curriculum for which lead responsibility is held.
  6. Co-operation and liaison with other professionals, including fellow staff and colleagues from external agencies (for example, specialist teachers from the LA support services, health professionals and social workers).
  7. To share in the development of the school curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.
  8. To collate and analyse information relating to the standards achieved in the curriculum area for presentation to the Leadership Team.
  9. To audit resources in the curriculum area; secure and allocate the resources necessary to deliver the curriculum area(s) within an allocated budget.
  10. To advise and support other members of staff on the content and delivery of the curriculum area(s).
  11. To identify and secure provision of appropriate in-service professional development in relation to the curriculum area, with the support of the Leadership Team.
  12. To contribute to the formulation and evaluation of the school’s assessment practice in relation to the area(s) of the curriculum for which lead responsibility is held.
  13. Co-operation and liaison with other professionals, including fellow staff and colleagues from external agencies (for example, specialist teachers from the LA support services, health professionals and social workers).
  14. To share in the development of the school curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.

## Other generic responsibilities are:

* + - To contribute to the personal, social, health, citizenship and enterprise education of pupils according to school policy.
    - To actively engage in the Appraisal process.
    - To play a full part in the life of the school community and support its ethos.
    - To follow and actively promote the school’s policies.
    - To comply with health and safety policy and undertake risk assessments as appropriate.
    - To actively pursue own personal and professional development.
    - Any duties which may from time to time, reasonably be required by the Head teacher.

## 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.

*This job description will be reviewed annually and is subject to change as the needs of the school evolve.*