

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate: Education and Children's Services
Post Reference No:	Location: Geoffrey Field Infant School
Job Title: Class teacher and Subject Leader (latter n/a to ECTs)	

JOB PURPOSE

To carry out the professional and particular duties of a teacher in accordance with The School Teachers' Pay and Conditions Document and Guidance on School Teachers' Pay and Conditions.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The class teacher and Subject Leader is accountable to the Team Leader initially and ultimately the Headteacher

MAIN DUTIES AND RESPONSIBILITIES

The teacher is responsible for:

Teaching

- the curriculum of the school in order to promote the development of the abilities and aptitudes of the pupils
- planning and preparing courses and lessons
- according to the educational needs of the pupils, including the setting and marking of work
- assessing, recording and reporting on the development, progress and attainment of pupils.

Other Activities

- promoting the general progress and well-being of individual pupils and of any class or group including Child Protection matters
- making records of and reports on personal and social needs of pupils
- communicating and consulting with parents of pupils
- communicating and co-operating with persons or bodies outside the school
- participating in meetings arranged for any of the purposes described above.

Assessments and Reports

- providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Appraisal

- participating in arrangements made in accordance with regulations made under section 131 of the Act for the appraisal of own performance and that of other teachers

Review, induction, further training and development

- reviewing from time to time one's own methods of teaching and programmes of work;
- participating in arrangements for one's own further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in appraisal objectives or in appraisal statements; and
- keeping current with Health and Safety and Child Protection training;
- in the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for own supervision and training.

- adhering to and positively promoting all school policies and procedures.

Educational methods

- advising and co-operating with the headteacher 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

- maintaining good order and discipline among the pupils and safeguarding 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.

Staff Meetings

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

Cover

- supervising and so far as practicable teaching any pupils whose teacher is not available to them to a maximum of 38 hours in any school year.

External examinations

- participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and conducting, such examinations

Management

- co-ordinating or managing the work of other staff including teaching assistants, nursery nurses and volunteers; and
- taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

Administration

- participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support; and
- attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Time

- being available for work on 195 days including 5 Inset days and being directed for 1265 hours by the Headteacher on the 195 days. In addition teachers will work such time as necessary in order to be able to discharge their professional duties.

Contractual additional responsibilities – Subject Leader

To lead and manage e.g a curriculum subject and/or a whole school project:

- To present a budget bid and remain within budget
- To monitor pupil progress towards set targets
- To monitor teaching and learning, planning, complete work scrutiny and conduct pupil interviews
- To report on teaching, learning and provision using the relevant documentation e.g Subject Leader Report and or lesson observations
- To collect and analyse data related to the additional responsibility
- To devise and communicate actions arising from the data analysis
- To plan and lead INSET in the relevant area
- To organise moderation within the subject

Health and Safety

All staff:

- must act in the interest of health and safety, both their own and that of members of the public and others.
- must co-operate with the efforts of management to ensure health and safety.
- must attend training provided, read documents provided and put into practice all instruction intended to ensure safety.
- must report all accidents, incidents and hazards immediately to their line manager.
- must respect and make proper use of all equipment provided to ensure safety in the workplace.
- must refer any health and safety issues to the next level of responsibility, if they feel they are not authorised to deal with the issue.

Please note: a Teacher shall perform, in accordance with any direction which may reasonably be given to him/ her from time to time by the Headteacher, such particular duties as may reasonably be assigned to him/ her.

SCOPE OF JOB (Budgetary/Resource control, Impact)

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of CRB check is required for this post? ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? NO

Does the post require a Protection of Children Act (POCA) check? YES

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? - please specify

Is this post 'politically restricted'? NO

What Level H&S Responsibilities are applicable to this post? LEVEL 1

Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified

Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above

PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: Education and Children's Services
Job Title: Class Teacher and Subject Leader	Post Reference No:

Qualifications/Education/Training:

Qualified Teacher Status
Thorough and up-to-date knowledge of the National Curriculum and/ or the Foundation Stage Curriculum

Experience:

Experience of teaching within the Foundation Stage and/or Infant phase

Skills and Abilities:

- Positive professional attitude and an ability to promote the school's ethos and values;
- Develop and maintain good relationships with children, parents, colleagues, and the local community;
- Form appropriate relationships and personal boundaries with children;
- Show emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline.
- Strong communication skills;
- Provide a broad based, balanced, relevant curriculum showing sensitivity to the needs of each child;
- Organise teaching and learning effectively for the benefit of all pupils in an inclusive and challenging way;
- Use time effectively, creatively and flexibly;
- Carry out delegated tasks and be accountable for outcomes;
- Show a commitment to continuous professional development and improvement;
- Show an understanding of the needs of children in challenging circumstances;.
- Work within a team, contributing to its effectiveness.
- Have high expectations of self and others;
- Safeguard and promote the personal development and well being of pupils;
- Model behaviour that encourages a sense of responsibility, respect and consideration for others; and
- Create an optimal learning environment;

Teachers paid on the UPR will be expected to consistently demonstrate a very high standard in all areas of the job description (see Appraisal Policy).

Specific Working Requirements: