

JOB DESCRIPTION

Main Scale Class Teacher

Responsible to: Head Teacher
 Deputy Head Teacher

Core purpose of the post:

These will include duties that are specifically assigned to you by the Head Teacher.

You will work under the reasonable direction of the Head Teacher, whose responsibility is to ensure that the reasonable balance in the workload of each teacher is maintained.

- To carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions Document.
- To meet the required standards on the Professional Standards for Teachers

Class Teaching Responsibility:

- To teach the agreed curriculum with due reference to schemes of work, plans and national curriculum requirements.
- To employ a range of teaching strategies: whole class, task groups, ability groups, mixed ability groups and individual tuition. To understand how pupils' learning is affected by their physical, intellectual, emotional and social development, and know the stages of child development.
- Select and make good use of ICT skills for classroom and management support.
- Be familiar with the school's current systems and structures as outlined in policy documents and staff handbook, including Health and Safety and Child Protection Policies.
- Understand and know how national and local comparative and school data, including National Curriculum test data, can be used to set clear targets for pupil's achievement.
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident.
- To set the highest standards of good practice in your classroom, and in relationships with children, parents and other members of staff.

Curriculum:

- To plan daily work based on previous assessments for the children taught with due regard to the requirements of the National Curriculum, following policies and agreed formats.
- To ensure that the weeks planning is in place.
- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.

Assessment and Monitoring:

- To mark children's work in accordance with school policy and keep assessment files up to date.
- To record children's work and progress and report strengths, weaknesses and targets to parents in accordance with school policy
- To attend parents evenings as required by the Head Teacher
- Make effective use of assessment information on pupil's attainment and progress and in planning future lessons
- Be familiar with the Code of Practice and identification, assessment and support of pupils with special educational needs.
- To use allocated PPA time to plan, prepare and assess pupil's work

Resources:

- To take due care for all classroom and subject resources and encourage children to do the same.
- To maintain a high quality learning environment which values children's work by displaying it in an attractive and appropriate manner.

Other professional duties:

- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post
- Be aware of the need to take responsibility for your own professional development.

The job description is subject to amendment from time to time within the conditions of your Conditions of Employment, as the needs of the school may require – but only to the extent that it is still consistent with those conditions and only after consultation with you.

Signed (Teacher)

Signed (Head Teacher)

Subject Leader Responsibility

Core Purpose:

- Play a major role in the School's middle management assisting the Head Teacher in creating vision, sense of purpose and pride in the school and the relevant curricular area.
- Develop, promote and keep up to date a whole school policy for the subject/s which you lead.
- To ensure curriculum planning in the long and medium term, with attention to continuity and progression, the setting of learning objectives, and appropriate curriculum content.
- To be responsible for the planning, delivery, monitoring and assessment of the subject.
- To liaise with class teachers, other subject leaders and the leadership team as appropriate.
- To manage and monitor the resourcing of the subject and keep accurate records of the annual expenditure.
- Maintain and inventory of stock.
- Contribute to the annual revision of the Schools Self Evaluation.
- Report to the School Governors on an annual basis about relevant plans and policies, as well as the success in meeting objectives and targets, and subject related professional development issues.
- Use and analyse school data effectively so that pupil progress is monitored and developed throughout the school and the data used to inform the subject development plan.
- Demonstrate good practice in the teaching of the subject.
- Contribute to, and take a leading role in, the provision of high quality professional development, making use of other sources of expertise where appropriate, e.g. LA, outside training agencies, etc.
- Liaise with the Head Teacher regarding the provision of in-house training.
- Attend appropriate training courses to keep abreast of developments within the subject.