



## Job Description

*Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.*

**Post Title:** Primary Class Teacher

**Reporting to:** Leadership Team

**Liaison with:** Headteacher, Senior Leadership Team, Subject Leaders, Heads of Departments and external agencies and parents.

### Key Purpose of the Job

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and school policies.

### Main Activities

- To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
- To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
- Principal Accountabilities
- To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
- To ensure a close match between the learning experience offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
- To make appropriate educational provision for children with SEN and those learning EAL, with support from the SENDCo

- Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.
- To provide children with opportunities to manage their own learning and become independent learners.
- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
- To maintain a high standard of display both in the classroom and in other areas of the school.
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
- To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
- To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
- To liaise with support staff both school based, from the LA & from other external bodies as required.
- To take responsibility for the management of other adults in the classroom.
- To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
- To take responsibility for a curriculum subject area as agreed with the headteacher as detailed below:
  - Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum/Trust Curriculum Skills Maps and any other new initiatives from the Department for Education and Skills.

- In conjunction with the headteacher or other senior staff, be responsible for the implementation and management of the school's policy/practice for the agreed subject area
- Review the policy and adapt it as appropriate
- Develop a Curriculum Skills Map for the subject suitable to the needs of a primary school catering for 3 – 11 year olds
- Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the headteacher
- Offer support, advice and challenge to colleagues to ensure the highest standards possible for the agreed subject

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust's Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed ..... Date .....  
 On behalf of The Skills for Life Trust

Signed..... Date.....  
 Employee