

Chapelfield Primary School

**JOB DESCRIPTION**

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| **Post Title:** Class Teacher | |
| **Post Hours:** 0.6 FTE | **Salary Grade:** M1-M6 |
| **Liaising with:** Headteacher, Senior Leadership Team, Teaching staff, Teaching Assistants, Parents, LA Representatives, External Agencies | |
| **Purpose and Objectives of Post:**  Under the direction of the Headteacher, carry out the professional duties of a school teacher as set out in the School Teachers’ Pay and Conditions Document.  Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.  Co-ordinate an area of the curriculum to be agreed. | |
| **Accountable to:** Head Teacher | |

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| **Duties/Responsibilities:**  **TEACHING and LEARNING**   * Teach engaging lessons, adhering to the school’s curriculum policy, the EYFS Statutory Framework and the National Curriculum. * Employ a range of teaching and learning strategies and styles, to ensure effective learning for all children. * Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and enhancing progress and achievement. * Develop, maintain and use resources appropriate to chosen learning objectives. * Ensure the effective deployment of teaching assistant support in the classroom. * Assess and evaluate children’s learning to inform future planning and teaching and learning activities and participate in pupil progress meetings. * Create and maintain an orderly, safe, stimulating and informative classroom environment. * Differentiate activities to meet the individual needs of all learners. * Promote inclusion and assist with the identification and teaching of children with Special Education Needs & Disabilities. * Mark each pupil’s work regularly according to the Marking Policy/Marking and Feedback Guidelines   **PASTORAL CARE AND SAFEGURADING**   * Develop positive relationships with all children promoting their general progress, well-being and participation in all aspects of school life. * Maintain a positive approach to child management, supporting the school’s policies relating to attendance, punctuality and behaviour. * To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. * Follow school safeguarding and whistleblowing procedures as outlined in school policy and KCSiE   **PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING**   * Develop positive links with parents and establish effective communication procedures through informal and formal, in person and online methods * Share key information with parents such as reporting on progress and attainment, information regarding the curriculum and any causes for concern.   **PROFESSIONAL DEVELOPMENT**   * Keep up to date with current educational developments * To participate in a range of relevant professional development activities * Participate in whole school self-evaluation and assessment procedures   **OTHER DUTIES AND RESPONSIBILITIES**   * Leading subject areas, including as directed: * monitoring of pupils’ work and assessment records for curriculum areas * assisting in training in the curriculum areas e.g. staff meetings, PADs/INSET days * developing the policies, schemes of work and guidelines in consultation with colleagues * monitoring of planning for curriculum areas, offering help, guidance and feedback to other members of staff * ordering and organising resources for the curriculum areas * Adhere to the school’s behaviour policy, promoting positive behaviour in school   Any other duties that the Headteacher may ask the post holder to perform.  **HEALTH AND SAFETY**  All members of staff have a **duty** under the Health & Safety at Work Act 1974 to:  Take reasonable care for the Health and Safety at Work of himself/herself and of others who may be affected by his or her acts or omissions.  Employees are also required under the Act to:  Co-operate with his/her employer with regard to any requirements imposed on the employer by statutory provisions.  Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See Paragraph 203 of Supplemental Conditions of Service). | | |
| **Job Description prepared by:** | **Sign:** | **Date:** |
| **Agreed by Postholder:** | **Sign:** | **Date:** |
| **Agreed correct by Headteacher:** | **Sign:** |  |

Chapelfield Primary School is committed to the safeguarding and wellbeing of all of its pupils and staff. As such, all references will be sought and all appropriate safeguarding checks will be completed.