

## **Ashfield Park Primary School Job Description**

### **MAIN PURPOSE**

To take responsibility to carry out duties of a school teacher as set out in the School Teachers' Pay and Conditions Regulations and reflect the vision, aims and policies established by the Governors of the School.

<b>Post Title:</b>	Class Teacher		
<b>Grade:</b>	<b>Main Pay Scale/Upper Pay Range</b>		
<b>Location:</b>	Ashfield Park Primary School and Nursery		
<b>Responsible to:</b>	Headteacher		
<b>Responsible for:</b>	Subject Leader Post TBD		
<b>Post Number:</b>	TBC	<b>Date:</b>	For September 2023 start

- To take responsibility for a class of pupils in the age range 3-11 years.
- To promote effective teaching and learning for these pupils and secure a high pupil achievement.
- To take responsibility for subjects and management areas as agreed with the Headteacher.

### **CORE RESPONSIBILITIES**

- To use and develop the professional skills of a classroom teacher
- To use a variety of suitable teaching and learning styles that communicate clear learning objectives and expectations
- To have the children's learning as the central focus of all classroom activities
- To develop a climate in the classroom which encourages independent learning and self-reliance.
- To enhance the child's self-esteem based upon their achievement.
- To achieve the highest personal standard in organisation, teaching methods and presentation in the classroom.
- To prepare lessons within the agreed planning principles of the school and to provide weekly evidence of planning
- To allow for inclusion of all children in the classroom
- To take an active role in the social, educational and general welfare of the children throughout the school. In specific cases to write reports and/or attend case conferences and to liaise with relevant outside agencies
- To keep a record of the work for the children in your class with due regard for the requirements of the National Curriculum and the schemes and policies of the school
- To make reports on the children for their parents and the Headteacher and to be available for regular parent-teacher consultations during the academic year
- To encourage the children to be responsible and independent in the use of

the facilities and resources available to them

- To encourage the children to behave in a responsible manner at all times
- To have the highest expectations of the children, appropriate to their ability level and potential.
- To maintain the school records of assessment and attainment, including the online assessment of pupils' progress.
- To set achievement targets for each individual child which stretches and challenges them.
- To have appropriate subject knowledge for all areas of the curriculum taught.
- To use the newest technologies available to enhance the learning of the child.
- To target each pupil's learning to ensure best progress is made by them
- To monitor and assess pupils' work and use assessment to inform planning and identify individual needs.
- To ensure the health and safety of the children
- To ensure equal opportunities are afforded to all pupils.
- To be an interested, active and contributing member of the teaching staff
- To develop good relationships with colleagues, children, parents, governors and all agencies involved with the school.
- To be willing and co-operate in meeting any reasonable request concerning the functioning of the school from the Headteacher
- To work in accordance with the requirements set out in the Pay and Conditions Document

## **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.

### **EMPLOYEE**

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

### **HEADTEACHER**

Signed \_\_\_\_\_ Print Name: Steven Kendrick