

St Michael's C.E. Primary School Steventon

Job Description

Introduction

- This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.
- The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher; and the Head Teacher or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of her post.
- This job description will be reviewed annually and any changes will be subject to consultation. The School's Grievance Procedure or Raising Concerns at Work Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and Procedure and the Anti-bullying Policy.

General Duties:

- Have due regard to the requirements of the National Curriculum, the School's aims, objectives, schemes of work and policies of the Governing Body.
- Share in the corporate responsibility for the well-being and discipline of all pupils.
- Take responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies including the part three health and safety policy; including taking responsibility for raising any concerns with the appropriate manager.
- Contribute to the provision of extra-curricular activities for the children e.g. sports, plays, concerts.
- Promote the Christian values of our school and value each individual.

Specific Duties:

Class Teacher

- Plan and prepare work for the class KS2 using a creative approach to give a broad and balanced curriculum for all pupils.
- Ensure a high standard of learning is experienced by all pupils.
- Ensure that pupil progress is assessed, monitored and reported systematically and appropriate steps are put in place to support or extend pupils as necessary.
- Maintain a high level of expectation, to include pupil behaviour and achievement, within the class.
- Communicate and co-operate with outside agencies (e.g. speech and language therapists, educational psychologist), including participation in meetings, as appropriate.
- Write reports, attend parent consultations and hold parent surgeries, as required, to keep parents informed about their child's work and progress.
- Attend weekly staff meetings.
- Work as part of the Key Stage team.
- Keep up to date with educational developments.
- Attend and engage with CPD opportunities.
- Implement school policies.
- Take part in appropriate staff development in line with the school development plan and appraisal objectives.
- Lead, organise and direct non-teaching staff within the classroom.
- Be responsible for the health and safety of the class whilst in charge of them on the school premises and when they are engaged in authorised school activities elsewhere.
- Work closely with all team members to ensure continuity of approach.