

Post Title:	CLASSROOM TEACHER – Maternity Cover
School:	Bulphan CofE Academy
The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:	
Purpose:	Responsibility for a Class Co-ordinating activities relating to a subject area or areas, to include: <ul style="list-style-type: none"> Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment Giving guidance, support and encouragement to staff and leading in-service development sessions.
Responsible to:	Headteacher
Responsible for:	Any responsibilities associated with the post
Scope:	Classroom teacher Subject Co-ordination
Salary/Grade:	Main Scale
Teaching <ul style="list-style-type: none"> Planning, preparing and assessing lessons in line with school policies and schemes of work Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content Setting of work for pupils who may not be able to attend school, in agreement with the Headteacher Marking work and providing feedback (including homework in accordance with the School's Homework Policy) to pupils and parents in line with the School Marking Policy Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policies Administering assessment tasks and test in line with school policy Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events Other Activities <ul style="list-style-type: none"> To promote the positive ethos and culture of the school to other staff, Local Schools Board, parents, children and members of the wider community Contribute to and support the overall ethos/work/aims of the school 	

- Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting any concerns regarding a pupil to the Headteacher
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop
- To promote the general progress and wellbeing of individual pupils throughout the school
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Headteacher
- Keep records and make reports on the personal and social needs of pupils
- Communicate and co-operate with other agencies to support the educational, development/general progress and wellbeing of individual pupils and to participate in meetings arranged for any purposes described above including One Planning Meetings
- To communicate and consult with parents of pupils and provide an accurate written annual report for parents
- To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy
- To safeguard every pupil's health, safety and wellbeing in line with school policies
- To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
- To lead assemblies and to attend assemblies, when requested by the Headteacher
- To register pupils at the start of the school day and after the lunch break
- To supervise pupils throughout the school during break times and before school

Management

- To plan, organise and manage the work of any Learning Support Assistant working in the class, in order to have a positive impact on pupil progress
- To ensure that the Learning Support Assistant working in the class meets all of the responsibilities as set out in their job description, in a timely and effective manner

Training and Development

- Review and evaluate the teaching methods and schemes of work
- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
- To participate in performance management reviews in line with school policy

To carry out any other duties reasonably requested by the Headteacher

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher.