



**Sheffield
South East
Trust**

JOB DESCRIPTION

**CHILDREN AND
YOUNG PEOPLE'S
DIRECTORATE**

Sheffield South East Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SCHOOL

Sheffield South East Trust
Norfolk Community Primary and Nursery School

POST TITLE

CLASS TEACHER

GRADE

MAIN PAY SCALE/UPPER PAY SPINE

RESPONSIBLE TO

HEADTEACHER / DEPUTY HEADTEACHER

RESPONSIBLE FOR

**HOLIDAY AND
SICKNESS RELIEF**

PURPOSE OF JOB

- TO TEACH DESIGNATED PUPILS AND UNDERTAKE ASSOCIATED PASTORAL AND ADMINISTRATIVE DUTIES AS WELL AS OTHER GENERAL RESPONSIBILITIES, HAVING FULL REGARD FOR THE SCHOOL'S ETHOS, AIMS AND POLICIES
- TO UNDERTAKE TASKS RELATED TO THE DEVELOPMENT OF A CURRICULUM AREA

JOB DESCRIPTION FOR POST OF:- CLASS TEACHER

SPECIFIC DUTIES AND RESPONSIBILITIES

The post holder must at all times carry out his/her responsibilities within the spirit of Trust and School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

Employment Duties

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document (Part XII of the 'Teachers Pay and Conditions Document').

General Responsibilities

- To pursue the aims of the school in a positive manner and promote the agreed ethos.
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching.
- To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school
- To monitor and assess children's progress and report to parents.
- To implement and maintain the school's policy on discipline and behaviour.
- To support the school's endeavours to meet the needs of its community.
- Participate in the school's performance management process.

Particular Responsibilities

- To promote the organisation of the learning and teaching throughout the school

Key Tasks

Class Teacher Tasks:

- To plan programmes of work for pupils in co-operation with teaching colleagues within the team in order to ensure that all children are taught by members of that team experience similar learning opportunities.
- To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work.
- To produce written records of such planning in accordance with school policy

- To assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy and report to parents.
- To contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole.
- To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently.
- To contribute to the ideas within and the implementation of the School Improvement Plan
- To supervise the use of support staff relevant to the class
- To contribute to the provision of a safe and secure learning environment.

Subject related duties

Please note that the post holder should undertake these duties in an advisory role and is not accountable for making policy decisions. The post holder is not accountable for the whole school or key stage outcomes for that subject area.

- To keep abreast of developments in the post holders agreed curriculum area and disseminate these to colleagues.
- To identify aspects of the curriculum area that need developing within the school and aid that development by contributing to staff meetings, staff training events and whole school development.
- To advise colleagues where to go for information and advice about training and support materials in this curriculum area.
- To advise and co-operate with the Headteacher and other relevant staff on the preparation and development of:
 - Programmes of study for pupils
 - Teaching materials which address differentiation
 - Teaching programmes
 - Methods and styles of teaching
 - Assessment (including formative and summative assessment)
 - Pastoral arrangements
 - A school policy for this curriculum area
- To recommend the purchase of appropriate resources, within a set budget
- To support the work of other staff including:
 - Assisting with an audit of staff skills and training needs in this curriculum area
 - Helping to prepare a draft staff development plan for the curriculum area
 - Consulting with staff on the content of the development plan
 - Advising staff of appropriate in-service training within the curriculum area

- To undertake agreed professional development activity in relation to this curriculum area
- To assist the Headteacher and other relevant staff in developing systematic procedures for the monitoring and reviewing of the planning, outcomes and delivery of this curriculum area.

Footnotes:

- (i) The above details are not exhaustive, and the post holder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by the Senior Management Team.
- (ii) This job description may be reviewed at anytime via consultation between the governing body and/or Senior Management Team Representatives and the post holder as may be necessary and appropriate to the needs of the school.
Trade Union representation will be welcomed in any such consultations.

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