



MELBOURNE INFANT SCHOOL

Head Teacher: Mrs C Gibbs

Email: enquiries@melbourne-inf.derbyshire.sch.uk

Website: www.melbourne-inf.derbyshire.sch.uk

Packhorse Road

Melbourne

Derby

DE73 8JE

Tel: 01332 862325

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School: Melbourne Infant School

Post Title: Class Teacher

Grade/Pay Range: MPS

Hours: Full time (job share applications considered)

Reporting to: Headteacher

Overall Purpose of Post:

To be responsible for a class of children within the infant school age range.

Main Duties and Responsibilities:

- To keep our children safe.
 - To be responsible for the progress and attainment of the children through quality first teaching.
 - To promote independence, self-esteem and social inclusion.
 - To enrich children's lives through cultural capital.
- To ensure inclusive practices are evident in lessons.

Teaching and Learning:

- Plan and deliver effective lessons that follow the skills progression plan as determined by each curriculum leader.
- To maintain fidelity to chosen schemes.
- Make effective use of formative and summative assessment strategies to assess progress and inform planning.
- Incorporate a range of teaching styles to match individual needs of pupils.
- Ensure support is in place to support pupils to achieve their potential.
- Ensure the classroom promotes a positive learning environment e.g. displays inside and outside the classroom.
- Ensure intervention strategies, where appropriate, are taking place within the weekly timetable.
- Maintain an overview of standards and progress within the class.
- Monitor the progress of pupils throughout the year, identifying underachievement.
- Monitor progress of vulnerable groups within the class.
- Report progress and attainment to parents/carers.
- Work with parents and encourage their involvement in supporting their children's learning.



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Leadership and Management:

- Take responsibility for the day-to-day management and organisation of the class.
- Ensure all pupils have access to the curriculum.
- Ensure the curriculum is taught consistently, has balance, shows progression and continuity, and is matched to needs.
- Manage resources within the classroom.
- Attend year group and whole school meetings and training.
- Manage Teaching Assistants allocated to the class.
- Liaise closely with SEND staff to ensure appropriate provision is provided.
- Liaise with outside agencies with regard to SEN children in the class.

Leading a curriculum area

- Design, develop and regularly review the vision, aims and purpose of the curriculum.
- Maintain the curriculum over time and in line with Government guidelines, amending it as required.
- Liaise with other teachers and senior leaders in the process of developing and implementing the curriculum.
- Make sure that the curriculum:
 - o Is well planned, sequenced and relevant clearly showing progress across year groups as well as within year groups
 - o Meets the needs of all pupils
 - o Reflects the requirements of the National Curriculum
 - o Is implemented effectively and consistently across the school
- Establish and manage an appropriate system for assessing progress to ensure the curriculum has a positive impact on pupils' learning.
- Have an overarching responsibility for pupils' achievement and standards in the curriculum.
- Keep up to date with national and international developments that may affect the curriculum.
- Contribute to the school's self-evaluation on the effectiveness of the curriculum, its intent, implementation and impact.

Safeguarding including Health and Safety:

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE), Prevent and our school's Child Protection Policy.
- Read and implement all policies relating to Safeguarding of children.
- Ensure children are safe within the classroom environment.
- Ensure the Behaviour Policy is implemented.



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- Be aware of any and report Health and Safety issues.
- Liaise with SENCO and Designated Safeguarding Lead when appropriate.
- Liaise with Play Leaders over lunchtime concerns.
- Communicate pastoral concerns with parents, working together to resolve issues.

Professional Development:

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

General:

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Participate in the school appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Moderate assessments with other schools.
- Contribute to the overall aims and ethos of the school and establish constructive, positive working relationships with all staff.
- Share responsibility for the appearance of the school (displays, tidiness of resources etc) which includes classrooms, corridors, hall, cabin and outdoors.
- Work respectfully with cluster schools and other agencies as appropriate to the role.
- Contribute to the wider life of school. (PTA events, clubs etc).

These above-mentioned duties are neither exclusive nor exhaustive; the post holder may be required to carry out other duties as required by the Headteacher.

These duties are to be carried out in conjunction with School Teachers' Pay and Conditions.

This job description is to be reviewed annually and may be amended following consultation between the Headteacher and the Post Holder.

Melbourne Infant School is committed to safeguarding and promoting the welfare of all our pupils and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Safeguarding training.