



## **Lime Tree Primary - Job Description**

<b>Job Title:</b>	<b>Class teacher</b>
<b>Grade:</b>	Main Scale
<b>Reporting to:</b>	Headteacher
<b>Responsible for:</b>	Class of children

### **Purpose of Post**

1. To be an effective and reflective classroom teacher able to demonstrate and share good practice
2. To plan and prepare learning with regard to individual needs

### **Main Duties/ Responsibilities**

The education and welfare of a group of children in accordance with the requirements of the “Conditions of Employment of School Teachers” having due regard to statutory curriculum requirements. To uphold the school’s aims, objectives and any agreed and established school policies. To share and model the school’s vision and take collective responsibility for outcomes for the children and their families.

### **Teacher’s duties**

- To ensure the maintenance of good order and motivation of all children and safeguard their Health and Safety, both on school premises and when they are engaged in authorised activities elsewhere.
- To be aware of the school and the local Education Authority’s Equality Policy, ensuring that all children have full access in order to maximise their achievement and minimise inequality.
- To meet the teacher standards
- To ensure that own practice improves the quality of education and raises standards through reflective teaching and learning.
- To contribute and share knowledge and advice to the Senior Leadership Team when required.
- To co-ordinate assessment and record keeping procedures for the children you work with and reporting on student’s attainment and progress but orally and through written communication.
- To keep abreast of current good practice through reading, attending courses, evaluating materials, resources and ideas, and visiting schools.
- To lead and organise support staff to meet the needs of all children.
- Work collaboratively with other staff to plan as well as engage in collective research opportunities.
- To establish a partnership with parents involving them in their child’s learning through regular communication, after school clubs, workshops and homework etc.
- To be responsible for creating a stimulating environment in which children reach their full potential.
- Engage in developing positive relationships with parents and other stakeholders in the community.
- To take on responsibility and develop a whole school leadership theme
- To help improve the school
- Undertake any professional task as directed by the Headteacher

## MILESTONES

You will move up your grade by annual progression increments, provided your performance meets the expectations set out in the milestones agreed, and the following triggers have been met:

1. Your appraisal is completed
2. Attendance at required levels of training
3. No action has been taken under the Disciplinary or Capability procedures during the previous 12 months.
4. Your attendance has been satisfactory in the past 12 months.

*'This authority/school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'*

**Head Teacher:** ..... **Date:** .....

**Postholder:** ..... **Date:** .....