

Upton Snodsbury C of E First School
Job Description – Reception and Year 1 (Mixed Age Class)
Class Teacher

Post: Permanent contract

Hours: 2 days per week

Part I

General: You are required to carry out the duties of a schoolteacher as set out in the School Teacher's Pay and Conditions document.

Part II

Post: Class Teacher and Subject / theme coordinator

Standard Scale: MPS2 – MPS4

The post holder will also be accountable to the Head teacher and Governors.

Liaison with: Headteacher, Governors, other staff, parents and other interested parties

Core purpose and responsibilities

- To undertake the teaching of pupils within the KS1 and Foundation Stage age range.
- To undertake pastoral and administrative duties in respect of these pupils.
- To be responsible for the implementation and management of policy and practice in agreed subject areas or curriculum themes.
- To champion one or more subject area contributing to the professional development of colleagues.

Specific Duties: Class Teacher

- a) Planning, preparing and delivering schemes of work and lessons.
- b) Teaching, according to the educational needs of the pupils assigned to you, including the setting up of learning activities and marking of all work.
- c) Assessing, recording and reporting on the development, progress and attainment of pupils.
- d) Promoting the general progress and well being of individual pupils and any class or group of pupils.
- e) Communicating and consulting with the parents of pupils in your care.
- f) Communicating and co-operating with persons or bodies outside of the school with regard to any school based issue.
- g) Providing or contributing to oral and written assessments and reports relating to individual pupils or groups of pupils.
- h) Taking part and instigating the review of methods of teaching and programmes of work.
- i) Participating in arrangements for further training and professional development.
- j) Participating in arrangements for induction of new staff, supervise and support non-teaching staff.
- k) Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere.
- l) To be responsible for the tidiness and efficient use of classroom resources.
- m) To ensure that good quality displays are part of the classroom learning environment; ensuring that English and Maths are always reflected in classroom displays.
- n) Participating in meetings at the school, which relate to the curriculum, the administration of the school or its organisation, including pastoral arrangements.
- o) Researching, planning and organising educational visits where appropriate.
- p) Reflect and act on classroom practice as a result of classroom observations and discussions with senior management and curriculum coordinators.
- q) Undertake playground supervision as requested.

Specific Duties:

To co-ordinate agreed subjects / themes throughout the school

- a) To co-ordinate agreed subjects / themes throughout the school.
- b) To review schemes of work, policy and practice in relation to all aspects of the subject / theme coordinated.
- c) To co-ordinate and evaluate the implementation of these curricular areas in consultation with staff.
- d) To monitor the planning, delivery and assessment of this curricular area through lesson observations, walks, scrutiny of planning and work produced and discussions with staff.
- e) To give advice and practical help to staff where necessary.
- f) To plan, prepare and execute INSET. PDM sessions for staff when the subject / theme is in focus in the school's SIP.
- g) To co-ordinate the resources and materials appertaining to this area of the curriculum, notifying staff of availability and location.
- h) To be responsible for the efficient use of resources for this curriculum area.
- i) To inform interested groups, such as parents and governors of the school's policy and practice in this subject area.
- j) To act as a link with outside agencies working within the school.
- k) To contribute to the school's Learning Improvement Plan with regard to all aspects of the area of the curriculum delegated to you.
- l) To monitor and evaluate the subject / theme; identifying strengths and weaknesses for further improvement.
- m) To produce a co-ordinator's report for staff and governor discussion if required following monitoring and evaluation procedures, when your subject/ theme is in focus on the L.I.P.
- n) To facilitate the production of a detailed Subject Action Plan to address any areas for development as identified by the monitoring process.
- o) To attend Governors' meeting to discuss co-ordinator's Monitoring Report and Action Plan.
- p) To keep up to date with developments and new initiatives in the subject / theme.
- q) To attend training courses in the subject / theme where appropriate.
- r) To scrutinise plans and books related to the subject / theme.

This job description allocates duties and responsibilities, it does not direct the particular amount of time that should be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use directed time in accordance with the School Teachers Pay and Conditions document.

This job description is not necessarily a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may require. This job description will be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.