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**Richmond Primary School**

**Job Description 2021 – 2022**.

Name:

**Role:** Class Teacher for Year ?

You will be expected to meet the National Professional Standards for Qualified Teachers.

**Major Areas of Responsibilities:**

1. Class Teacher for Year ?
2. Curriculum Leader for ?

A1.Teach all areas of the primary curriculum;

A2. Take responsibility for the progress of a class of primary-age pupils;

A3. Organise the classroom and learning resources and create displays to encourage a positive learning environment;

A4. Plan, prepare and present lessons that cater for the needs of the whole ability range

A5. Motivate pupils with enthusiastic, imaginative presentation;

A6. Maintain discipline and promote behaviour for learning;

A7. Prepare and mark work to facilitate positive pupil development;

A8. Meet requirements for the assessment and recording of pupils' development;

A9. Provide feedback to parents and carers on a pupil's progress at parents' evenings and other meetings;

A10. Work with others to plan and coordinate work;

A11. Keep up to date with changes and developments in the structure of the curriculum;

A12. Organise and take part in school events, outings and activities which may take place at weekends or in the evening;

A13. Liaise with colleagues and work flexibly

A14. Work with parents and governors to maximise their involvement in the school

A15. Meet with other professionals such as education welfare officers and educational psychologists, if required.

B1. To lead the teaching and learning of x (this will not apply during the first ECT year although preparation for this role the following year will be undertaken)

1. Write and review the policy
2. Monitor that the policy becomes practice
3. Support the planning and delivery of the x Curriculum
4. Manage the x resources and budget
5. Ensure that x is assessed thoroughly and consistently throughout the school and that assessment informs planning.
6. Monitor the learning and teaching of x throughout the school.
7. Analyse and interpret data relating to x
8. Produce the annual Action Plan for the development of the teaching of x.

**Support:**

\*Time for planning, preparation and assessment with year group partner

\*Training and advice to support key tasks

\*Annual Performance Management Meeting with line manager with 6 monthly review

**Signed: ………………………………………… (Postholder) Date ………**

**………………………………………… (Head Teacher) Date ………**