



TREFONEN C.E. PRIMARY SCHOOL TEACHER JOB DESCRIPTION

JOB TITLE: 5 days per week – KS2 Class teacher (for a mixed Year5/6 class)

Conditions of service are those specified by the National Joint Council for Local Government Services

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. This description may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Safeguarding

1. Act in accordance with information received from child protection and safeguarding policies, training and updates from the School, the Shropshire Safeguarding Partnership (SSP), NSPCC and other bodies
2. Maintain an awareness of safeguarding issues and your specific responsibilities through induction, key training, key safeguarding policies and the regular updates that you will receive
3. Share safeguarding updates with all members of your team as soon as possible following the receipt of information
4. Be aware that to safeguard children, you have a duty to share information with the Designated Safeguarding Lead (DSL) and with other agencies.
5. Always speak to the DSL where you have a concern. In exceptional circumstances, such as in emergency or a genuine concern that appropriate action has not been taken, staff members can speak directly to children's social care.
6. Be alert to signs and symptoms of harm and abuse (Refer to Part 1, KCSIE)
7. Know how to respond to your duty when you have a concern or when a pupil discloses to you and know how to act
8. Know what and how to record concerns.
9. Maintain an attitude of 'it could happen here'
10. Uphold the highest standards of professional conduct.

Teaching and learning

1. Carry out teaching duties in accordance with the school's policies and schemes of work and National Curriculum
2. To work collaboratively with job share colleagues, to plan and deliver units of work.
3. Work with teaching assistants and the SENCO in developing and implementing PCPs.
4. Work within the Code of Practice relating to Special Educational Needs and Disability.
5. Carry out work and assist in line with the schools policies.

Assessing and reporting

1. Mark in line with the school's marking and feedback policy
2. Provide assessment reports to monitor student progress
3. Liaise with parents and attend consultation meetings.

Leadership and management

1. Support and uphold the school's policies on behaviour, discipline and bullying
2. Undertake lead responsibility for a subject area (tbc)
3. Support and uphold the school's health and safety policies
4. Contribute to staff development activities
5. Liaise with, support and oversee the activities/performance of the assigned class-teaching assistant.

Standards and quality assurance

1. Support the moral and spiritual aims, ethos, and values of the school.
2. Set a good example in terms of professional appearance and conduct, punctuality and attendance.
3. Attend and participate in meetings, and pupil performances and co curricula events
4. Participate in staff training, including attending team and staff meetings

Special Duties

1. **Curriculum Leader for : - area tbc**

Other duties and responsibilities

Any other duties that the head teacher may reasonable ask the post-holder to perform

This JD was last reviewed March 2022