



INOVA MAT	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
SCHOOL	Hallam Primary School
POST TITLE	CLASS TEACHER
GRADE	MPS
RESPONSIBLE TO	HEADTEACHER / DEPUTY HEADTEACHER
RESPONSIBLE FOR	
PURPOSE OF JOB	TO TEACH DESIGNATED PUPILS AND UNDERTAKE ASSOCIATED PASTORAL AND ADMINISTRATIVE DUTIES AS WELL AS OTHER GENERAL RESPONSIBILITIES, HAVING FULL REGARD FOR THE SCHOOL'S ETHOS, AIMS AND POLICIES TO UNDERTAKE TASKS RELATED TO THE DEVELOPMENT OF A CURRICULUM AREA

The postholder must at all times carry out his/her duties and responsibilities within the spirit of INOVA School Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Employment Duties

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document (Part XII of the 'Teachers Pay and Conditions Document').

General Responsibilities

- To pursue the aims of the school in a positive manner and promote the agreed ethos
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching
- To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school
- To monitor and assess children's progress and report to parents
- To implement and maintain the school's policy on discipline and behaviour
- To support the school's endeavours to meet the needs of its community
- Participate in the school's performance management process

Particular Responsibilities

- To promote and monitor the organisation of the learning and teaching through a particular subject throughout the school

Key Tasks

Class Teacher Tasks:

- To plan programmes of work for pupils in co-operation with teaching colleagues within the team in order to ensure that all children are taught by members of that team experience similar learning opportunities

- To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work
 - To produce written records of such planning in accordance with school policy
 - To assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy and report to parents
 - To contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole
 - To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently
 - To contribute to the ideas within and the implementation of the School Improvement Plan
 - To supervise the use of support staff relevant to the class.
 - To contribute to the provision of a safe and secure learning environment.
- (i) The above details are not exhaustive and the postholder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by the Senior Management Team.
- (ii) This job description may be reviewed at any time via consultation between the governing body and/or Senior Management Team Representatives and the postholder as may be necessary and appropriate to the needs of the school.
Trade Union representation will be welcomed in any such consultations.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with INOVA School Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.