

JOB DESCRIPTION

Temporary Class Teacher

Job Purpose:

1. To carry out teaching duties, as required
2. To carry out professional duties of a teacher, as described in the School Teacher's Pay and Conditions Document including those duties particularly assigned by the Headteacher.
3. To be responsible for the education and care of a class
4. To meet the expectations set out in the Teachers' Standards

Teaching and Learning

To carry out teaching duties, as agreed with the Headteacher, providing a model of excellence for colleagues. This will include, as required:

- Taking the responsibility for a class(es) of children
- Planning and delivery of the curriculum across the school, including developing schemes of work and medium term plans;
- Assessing, monitoring, recording and reporting on the learning needs, progress and achievements of children, making accurate use and productive use of assessment to inform teaching and learning;
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests (if applicable)
- To work in line with all school policies and procedures
- To undertake a significant role in maintaining a high standard of pupil behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.

Whole School Organisation

- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision

Health, Safety and Discipline

- Promote the safety and wellbeing of pupils
- Follow risk assessments, including on the environment, learning activities and contribute to individual pupil risk assessments, including those related to manual handling, trips and visits
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional Responsibilities

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

Working with colleagues and other professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues Personal and professional conduct
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Communication

- Communicate effectively with pupils, parents and carers

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

Other areas of responsibility

- To prepare and present reports, as required to governors, parents or outside agencies.
- To lead a curriculum subject as required.
- To carry out duties and responsibilities in accordance with Health and Safety Policy and relevant Health and Safety legislation.
- To ensure that duties are undertaken with due regard to and compliance with the Data Protection Act and other legislation.
- To operate within the school's equal opportunities framework at all times.
- To attend meetings, in accordance with school policy

The teacher will be required to promote and safeguard the welfare of children and young people, and follow school policies and the staff code of conduct.