



## **SUTTON COURTENAY PRIMARY SCHOOL**

### **JOB DESCRIPTION – Classroom Teacher**

Effective date: September 2021

#### **1. General Responsibilities:**

i) The education and welfare of the designated class, in accordance with the requirements of:

- The current School Teachers Pay and Conditions Document
- The National Curriculum
- The aims, objectives and schemes of work of the school
- Any policies of the Governing body
- Health and Safety guidelines

To include:-

- Plan, organise and maintain a learning environment appropriate to the developmental needs and interests of children in KS2
- Deploy TAs
- Develop and maintain effective communication links and partnership with parents of the children in the class
- Provide within the setting a balanced, structured curriculum paying due regard to current research on how children learn
- Motivate children in their learning and establish a consistent, stable relationship with them. There is an expectation of the teacher to present a model of clear communication and develop an enabling and helpful style
- Encourage pupils to develop independence and self-motivation.
- Have a clear commitment to equality of opportunity for all children
- Make provision for children with special educational needs, with reference to the SEN Code of Practice
- Make provision for children for whom English is an additional language
- Assess children's attainment throughout the year in line with school schedule, establishing clear system for collection of data and evidence.
- Take responsibility for personal professional development, and assist the development of school-based INSET
- Liaise with appropriate support agencies such as health visitors, social workers
- Take part in school activities and meetings when appropriate
- Liaise with partnership schools and be part of the partnership network
- Work within a team for subject coordination and leadership

ii) Sharing in the corporate responsibility for the discipline and well being of all pupils in the school

#### **2. Health and Safety:**

Teaching staff:

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site school trips and activities
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Complete risk assessments and review procedures periodically
- Annually undertake personal training needs analysis

- Check that pupils are aware of health and safety issues and that these are being continually reinforced

All employees:

- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for their health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Headteacher of any "Near-Misses".
- Are familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health, and safety and environmental issues with pupils.

**3. Safeguarding:**

- Have due regard for safeguarding and promoting the welfare of children and young people.
- Follow all associated child protection and safeguarding policies as adopted by the school/local authority (LA).
- To uphold and promote British Values.

This job description may be updated at any time after discussion with you but in any case, will be reviewed before 31st July 2022.

To whom responsible:

**1. Line Manager**

**2. Head teacher** Rachel Hornsey

Date:

Signed

Line Manager:

Headteacher:

Teacher: