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| <b>Job Title</b>    | <b>KS2 Classroom Teacher</b>  |
| <b>Grade</b>        | Main Scale / Upper Pay Spine  |
| <b>Reports to</b>   | Headteacher   |
| <b>Liaison with</b> | Headteacher, Deputy Headteacher, Senior Leadership Team (SLT), SEN Co-Ordinator, Pupils, Parents, Trust Director, Learning Support Assistants and Midday Assistants.  |
| <b>Job Purpose</b>  | <ul style="list-style-type: none"> <li>• To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of any statutory and recommended frameworks including the National Curriculum, local authority and school policies.</li> <li>• Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.</li> <li>• Have regard to the curriculum for the school, and with a view to promoting the development and aptitude of all assigned pupils: <ul style="list-style-type: none"> <li>➤ Planning and preparation of courses of work and lessons.</li> <li>➤ Teaching, setting and marking outcomes of lessons.</li> <li>➤ Assessing, recording and reporting on the academic, social and personal needs, development, attainment and progress of pupils.</li> </ul> </li> <li>• Be responsible and accountable for achieving the highest possible standards in work and conduct.</li> <li>• Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.</li> <li>• Work proactively and effectively in collaboration and partnership with pupils, parents / carers, Headteacher, Line Manager, members of the SLT, other staff and external agencies in the best interests of pupils.</li> <li>• Take responsibility for promoting and safeguarding the welfare of children and young people within the school.</li> </ul> |
| <b>Duties</b>       | The Conditions of Employment for Teachers specify the general professional duties of all teachers, and it will be your duty to carry out the following:   |

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|  | <b>Teaching</b> |
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|  | <ul style="list-style-type: none"><li>• To maintain a thorough and up-to-date knowledge of the teaching of your subjects and take account of wider curriculum developments which are relevant to your work.</li><li>• To provide a stimulating environment that promotes enquiry, activity, sustained work and progress.</li><li>• Provide a calm atmosphere in which children are secure.</li><li>• Expect a high standard of care and behaviour from the children in accordance with school procedures and safeguarding their health and safety.</li><li>• To plan lessons and sequences of lessons to meet pupils' individual learning needs.</li><li>• To set long term aims and short term goals when planning for class or group.</li><li>• To use a range of appropriate strategies and follow school policies for teaching, behaviour and classroom management.</li><li>• To ensure that you safeguard and promote the welfare of pupils in the school.</li><li>• To set well-grounded expectations and targets for pupils in your class using information about prior attainment.</li><li>• To assess, monitor and record the progress of pupils in your class and give them clear and constructive feedback.</li><li>• To ensure that, as a result of your teaching, your pupils achieve well relative to their prior attainment, making progress as good as or better than similar pupils nationally and in the school.</li><li>• To take responsibility for your own professional development and use the outcomes to improve your teaching and your pupils' learning.</li><li>• To make an active contribution to the policies, aspirations and plans of your year group, of your curriculum area and of the school.</li><li>• To contribute to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and marking and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events.</li><li>• To plan, prepare and assess lessons in line with school policies and schemes of work.</li><li>• To teach lessons according to the individual needs of pupils, having high expectations and setting challenging targets.</li><li>• To promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and</li></ul> |
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their content.

- To mark work and provide feedback (including homework in accordance with the School's Homework Policy) to pupils and parents / carers in line with the School Marking and Feedback Policy.
- To keep up-to-date assessments on the development, progress and attainment of pupils, recording and reporting these assessments in line with the school's Assessment Policy.
- To administer assessment tasks and tests in line with school policy.

#### **Other Activities**

- To promote the positive ethos and culture of the school to other staff, Trust Directors, parents, children and members of the wider community.
- To contribute to and support the overall ethos, work and aims of the school.
- To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher.
- To be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop.
- To promote the general progress and wellbeing of individual pupils throughout the school.
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the SEN Coordinator.
- To keep records and make reports on the personal and social needs of pupils.
- To communicate and co-operate with other agencies to support the educational, development / general progress and wellbeing of individual pupils and to participate in meetings arranged for any purposes described above including IEP Meetings.
- To inform the SLT and SEN Coordinator immediately of any concerns regarding a pupil's welfare.
- To communicate and consult with parents / carers of pupils and provide an accurate written annual report for parents.
- To maintain good order and discipline throughout the school, in line with the school's behaviour policy.
- To safeguard every pupil's health, safety and wellbeing in line with school policies.

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|                | <ul style="list-style-type: none"> <li>• To participate in professional development meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.</li> <li>• To attend assemblies, when requested by the Headteacher and SLT team.</li> <li>• To register pupils at the start of the school day and after the lunch break.</li> <li>• To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher.</li> </ul> <p><b>Management</b></p> <ul style="list-style-type: none"> <li>• To plan, manage and organise the work of other adults (TAs, LSAs) assigned to the classroom in order to have a positive impact on pupil progress.</li> <li>• To ensure that other adults assigned to the classroom meet all of the responsibilities as set out in their job descriptions, in a timely and effective manner.</li> </ul> <p><b>Training and Development</b></p> <ul style="list-style-type: none"> <li>• To review and evaluate the teaching methods and schemes of work.</li> <li>• To participate in training and development activities in school or at other providers in order to improve professional skills and knowledge.</li> <li>• To participate in performance management reviews in line with school policy.</li> </ul> |
| <b>General</b> | <ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Follow the school's policy on children Protection and ensure you are fully trained as per the requirements of the policy.</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>• The SEAT Directors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties may be varied to meet changing circumstances in the post held. Any such developments will only take place after consultation with all those involved and do not form part of the teacher's contract.</p>   |