



## HIGHFIELDS PRIMARY SCHOOL



### JOB DESCRIPTION – CLASS TEACHER

School	Highfields
Post-Held	Class Teacher
Responsible to	Headteacher/Senior Leadership Team

The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:

#### General Duties

The education and welfare of a designated class/group of pupils in accordance with the requirements of Conditions of Employment of School Teachers having due regard to the requirements of the National Curriculum, Highfields' Aims, Objectives, Curricular policies and any policies of the Governing Body of Highfields' as outlined in the School Prospectus, Policy Documents, School Improvement Plan and Staff Handbook. To share in the corporate responsibility for the well being and discipline of all pupils.

The Conditions of Employment for Schoolteachers as outlined in the School Teachers Pay and Conditions Document. These specify the general professional duties of all teachers. In addition to these, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

#### Particular Duties

- To lead by example in good Primary Practice.
- To take on new initiatives that have first been discussed with Head/Senior Leadership team.
- In the absence of the Head to support Senior staff by taking on extra duties e.g. supervising pupils at the end of playtimes/lunchtimes.
- To lead, advise and co-ordinate one curriculum area throughout the school.
- For consultation with staff to formulate for inclusion in the School Improvement Plan, clear targets that can be evaluated annually.

## **Main Activities**

To be responsible for the development and implementation of policy for a subject area to be decided.

In respect of this to: -

- Assess and evaluate present practice, provision and resources.
- Consult with staff to devise/review the written policies as identified in the cycle of review in the School Improvement Plan. To present the revised Policy to the Governor's Curriculum Committee.
- To be aware of the changes and development in the curriculum area by seeking advice from professional bodies, consultancy agencies, professional literature, Government reports, courses, colleagues in primary and secondary schools.
- To identify and advise staff on appropriate staff development procedures, including courses, visits to other schools and in-house training for all staff.
- To regularly communicate changes and developments to the staff through curriculum meetings, workshops and discussion.
- Where appropriate, and if resources permit, to work alongside colleagues to monitor the teaching of subject responsibility.
- To advise staff in planning, assessment procedures, records of learning outcome and subject focus content.
- To monitor each phase's medium term plans in line with subject scheme of work.
- To maintain and develop a curriculum co-ordinators file that includes samples of pupils levelled work photographic evidence etc.
- To regularly maintain and ensure availability of equipment and resources relevant to the curriculum area. In the Spring term to identify resource and staff training needs for the following year to be included in the School Improvement Plan.
- To be responsible for budgetary management and control in the curriculum area.
- To contribute to Parental Curriculum Development meetings.