

Heybridge Primary School

JOB DESCRIPTION

POST: Class teacher
GRADE: Main Pay Scale
ACCOUNTABLE TO: Headteacher
LIAISON WITH: Class teachers

TERMS AND CONDITIONS

The post holder is required to carry out all general, particular and professional duties as set out in the School Teachers Pay and Conditions of Employment Document 2010 and work in accordance with the Professional Standards for Teachers 2010.

These duties must be carried out in accordance with National Curriculum requirements, the aims of the school, school policies and any policies of the Governing Body.

All staff employed at Heybridge Primary School are responsible for safeguarding and promoting the welfare of all children.

PURPOSE OF POST:

Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher as agreed with the Head teacher.

SAFEGUARDING DUTIES AND RESPONSIBILITY:

- Value the safeguarding of children as high priority in line with the expectations of the school, trust and those outlined in Keeping Children Safe in Education (2018)
- Be vigilant to any behaviour, safety, wellbeing or safeguarding concerns in the school
- Report such concerns in line with school policy
- Report concerns about adults in line with the school's whistle-blowing policy

TEACHING RESPONSIBILITIES

Be a practitioner who is an example to pupils and parents in terms of:

- high personal standards of classroom practice;
- providing a stimulating, safe learning environment, encouraging standards in tidiness, punctuality, presentation of work and relationships;
- having excellent subject knowledge of English and mathematics;
- the ability to plan, assess and evaluate to a high standard;
- class teaching to at least a good standard;
- high expectations of pupils;
- high standards of pupil achievement.

Impact on educational progress of pupils

- Plan and prepare a teaching and learning programme for any given year group, within the structure of the school planning format, and school policy guidance, ensuring that the requirements of the national curriculum are met, and equality of opportunities is evident.
- Teach children all areas of learning, in their assigned group according to their educational needs, including if necessary the teaching of a modern foreign language, or individual instruments such as recorders.
- Use a variety of delivery methods appropriate to children's learning styles and the varying demands of curriculum.
- Identify appropriate attainment and/or achievement targets.
- Plan and monitor a programme of assessment, through summative assessment, and assessment for learning, to track pupil achievement, contribute to class records, highlight gaps in learning, and strategies for improvement, and track achievement and progress against annual targets.

- Assess, record and report on the attendance, progress, development and attainment of assigned children and keep such records as are required by the school's systems.
- Monitor planning, curriculum coverage and learning outcomes.
- Ensure effective systems for assessment and monitoring of vulnerable groups, including those entitled to free school meals and with EAL
- Plan and implement strategies where improvement needs are identified
- Encourage pupils' motivation and enthusiasm, developing positive responses to challenge and high expectations.
- Use ICT effectively for planning, teaching and learning, and assessment.

Have knowledge and understanding of:

- the school's aims, priorities, targets and action plans;
- the relationship of the subject to the curriculum as a whole, and its cross curricular links;
- any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupils' attainment and progress;
- the characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.

Participate in the development of the school curriculum:

- Contribute to curriculum development by sharing professional expertise with colleagues;
- Collate and analyse class information relating to the standards achieved in curriculum areas for presentation to the Senior Leadership Team;
- Organise teaching resources, equipment and materials for your class, and in the use thereof;
- Communicate effectively within the school and with external agencies;
- Audit, secure and allocate the resources necessary to deliver an effective curriculum.

GENERAL DUTIES

- Attend and contribute to all staff meetings and training.
- Actively encourage and support parental or family participation in school activities
- Implement equality of opportunity and inclusion throughout the school.
- Contribute to the personal, social, moral, spiritual and cultural development of the children
- Work as a member of the school team and contribute positively to effective working relationships within the school.
- Participate in the training of students when necessary
- Promote positive values, attitudes and standards through your own example and good management of the children.
- Take responsibility for annual performance management and for on-going professional development.
- Use PPA time effectively for the enhancement of teaching and learning.
- Contribute to the formulation and implementation of the School Improvement Plan and associated action plans as appropriate.

OTHER DUTIES

- Play a full part in the life of the school community, and support its ethos.
- Follow and actively promote the school's policies.
- Comply with health and safety policy and undertake risk assessments as appropriate.
- Participate in the smooth running of the school by;
 - being punctual
 - minimising personal absence
 - ensuring safe maintenance of communal areas
 - completing paperwork as necessary
 - reading all school policies annually
- Actively pursue own personal and professional development and keep up to date with recent educational improvements.
- Provide the LA and SLT with all required assessment documentation.

- Undertake any additional responsibilities or duties which from time to time may reasonably be directed by the Head teacher

This role description will be reviewed annually as part of the performance management review process after consultation with the Headteacher and post holder.