



THE PASSMORES CO-OPERATIVE LEARNING COMMUNITY

Job Description

Title : Classroom Teacher

Line Manager : Headteacher / Senior Leadership Team

Performance Management Reviewer: Headteacher / Senior Leadership Team

Key responsibilities:

Responsibility for a Class

Co-ordinating activities relating to a foundation subject / EYFS, to include:

- Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice
- Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment
- Giving guidance, support and encouragement to staff and leading in-service development sessions
- The educational and social development of each of the individual children from the class allocated for each specific academic year. The coordination of a foundation subject across the primary phase.

Duties:

- To be responsible for carrying out the professional duties at the reasonable direction of the Headteacher of the school. In addition, the following duties shall be deemed to be included in the professional duties, which a teacher is requested to perform:
- Planning and preparing lessons, which follow the school agreed policies, schemes of work and procedures.

- Teaching, according to their educational needs, the pupils assigned to the class including the setting and marking of work to be carried out by the pupil. (IEP completion when necessary).
- Assessing, recording and reporting on the development, progress and attainment of pupils, in each case having regard for the curriculum of the school.
- Promoting the general progress and well-being of individual pupils and of any class group assigned to him/her.
- Marking records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and consulting with outside agencies.
- Participating in meetings arranged for any of the purposes described above.
- Providing or contributing to the oral and written assessments, reports and references relating to individual pupils or groups of pupils.
- Participating in arrangements made in accordance with regulations made under Section 49 of the Education (No 2) Act 1986 for the appraisal of his/her performance.
- Reviewing from time to time his/her methods of teaching and programmes of work.
- Participating in arrangements for his/her future training and professional development as a teacher
- Following the school Behaviour Policy, maintaining good order and discipline among pupils and safeguarding their health and safety, both when they are authorised to be on school premises and when they are engaged on authorised activities elsewhere.
- Participating in meetings at the school, which relate to the curriculum for the school or the administration and organisation of the school, including pastoral arrangements.
- Taking such part as may be required of him/her in the review, development and management activities relating to the curriculum, the organisation and pastoral functions of the school.
- Participating in the administration and organisational tasks related to such duties as are described above.
- Attending assemblies and supervising pupils whether these duties are to be performed before, during or after school sessions.
- To carry out any duties reasonably requested by the Headteacher. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher.

Classroom Teacher

Person Specification

Essential (E) / Desirable (D)

Qualification

DfES Qualified Teacher Status (E)

Evidence of continued commitment to personal, professional development (E)

Teaching Ability

Evidence of successful classroom practise at Foundation Stage, Key Stage One or Two (E)

And Curriculum Understanding

A clear understanding of National Curriculum assessment and range of teaching techniques (E)
High expectations of all pupils (E)

Clear and balanced views about pupil's welfare and discipline (E)

Understanding of child development and ability to recognise and respond to the individuality of pupils (E)

A commitment to the integration of children with special needs into mainstream school environment (E)

A commitment to the involvement of parents in their children's learning (E)

Awareness of national trends and developments and the ability to interpret them at school level (D)

Personal Qualities

Ability to work as part of a team (E)

Ability to communicate clearly at different levels (E)

Well-developed interpersonal skills and the ability to maintain good relations with staff, parents, pupils and outside agencies (E)

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with: Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

Pastoral System

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and the job title

**V Goddard
CEO
April 2019**