

# Barons Court Primary School and Nursery

## Job Description ~ Qualified Class Teacher

Job Title	Responsible to
Main Scale Teacher	Headteacher, Governing Body
Main purpose of the job	Liaison with
To take responsibility for the education and welfare of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and school policies.	Headteacher, Deputy Headteacher, Senior Management Team, Phase teachers, outside agencies

The Education (School Teachers' Pay and Conditions) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

This job description does not form part of the contract of employment.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job or duties described may be varied to meet the changing demands of the school in a manner compatible with the post held at the reasonable discretion of the Headteacher. They may be amended from time to time without changing the level of responsibility associated with the post. Any such developments will only take place after consultation with all those involved.

### Purpose of the job

- To work collaboratively with all staff in fulfilling the social, emotional, educational and welfare needs of children in line with the National and Early Years Curriculum, codes of practice, school policies and procedures.
- To carry out all duties and responsibilities of a teacher as outlined in the current national conditions of employment including:
  - a) To maintain the positive ethos and promote the values of the school.
  - b) To plan and deliver effective lessons which deliver strong progress and achievement for all pupils.
  - c) To be responsible for the pastoral wellbeing of pupils.
  - d) To build positive relationships with pupils, staff, parents and governors which support the work of the school.

### Duties and responsibilities ~ Ethos

- To maintain an ethos in which individuals feel valued and where personal endeavour and responsibility are fostered.
- To encourage through daily practice, the embodiment of the school's philosophy in 'putting children first'.
- To effectively safeguard and promote the welfare of children/pupils, adhering to the Safeguarding Policy and procedures.
- To maximise the use of the indoor and outdoor learning environments ensuring that the majority of the children's work is closely linked to first-hand practical experience.

### Duties and responsibilities ~ Leadership

- Exemplify high quality of learning, developing skills, knowledge, understanding and practice whilst meeting the aims and objectives of the school and establishing high levels of expectation.
- Be a member of a whole school team, contributing to staff meetings and planning meetings and participating in the process of decision making.
- To lead the development of a subject area, collecting data, evaluating and analysing the data in order to formulate an action plan to raise attainment.
- Promote the teaching of their subject team throughout the school, according to the requirements of the National Curriculum and any other new initiatives.
- Attend appropriate training courses.
- Offer support and advice to colleagues.

Caring, sharing and achieving  
Respect and responsibility

### **Duties and responsibilities ~ Promoting Effective Teaching and Learning**

- Promote the inclusion and acceptance of children with special needs and disabilities and those learning English, ensuring access to activities through appropriate clarification, explanation and resources.
- Contribute to the commitment of a high quality of education in the school and to encourage the development of teaching practice of the highest quality.
- Create and maintain positive relationships with other supporting adults in the class providing information about children as appropriate.
- Develop and implement the school development plan as appropriate.
- Ensure equality of opportunity for all, through the school's policies, procedures and practices.
- Ensure pupils receive high quality education designed to stimulate interest, enthusiasm and enjoyment in learning, leading to the pursuit of excellence.
- Ensure the progress in the development of skills, knowledge and understanding of each pupil is monitored and recorded so that the most appropriate decisions can be taken with regard to the next step in his/her education.
- Ensure the assessment, recording and reporting requirements of the Early Years Foundation Stage Curriculum and the National Curriculum are appropriately carried out.
- Follow a curriculum which, in addition to fulfilling statutory requirements strives to meet the needs of each child, paying attention to special needs, respect of equal opportunities and cross curricular links.

### **Duties and responsibilities ~ Environment**

- Provide an attractive and stimulating learning environment for children and for adults to work in a welcoming and caring ethos.
- Ensure activities in which pupils are engaged are conducted in a disciplined, safe and healthy environment and that children take responsibility for their own learning and school resources.
- Undertake and record risk assessments for the indoor and outdoor environment, ensuring the learning environment is safe/stimulating and well maintained.
- Arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.

### **Duties and responsibilities ~ Parents**

- Be involved in interviews/home visits/inductions for new children as required.
- Establish positive relationships with pupils and their parents/carers.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings/Learning Conferences with parents to provide constructive feedback on pupil progress and their next steps.

### **Duties and responsibilities ~ Well-being**

- To create a positive environment for learning.
- Work within the established Behaviour Policy to anticipate and manage behaviour constructively and consistently, promoting self-control and independence.
- Ensure registration of pupils.
- Escort pupils to their parents/carers at the end of the day.

### **Duties and responsibilities ~ General**

- Respect confidentiality at all times.
- Take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
- The post holder is expected to show a responsible attitude towards Health & Safety and have due regard for their personal safety and that of others.
- The post holder will ensure compliance with Data Protection legislation.
- The post holder will support, uphold and contribute to the development of school's equality policies and practice in respect of both employment issues and the delivery of services to the community.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_