



Headteacher
Mr. Dale Bateman

Coopersale and Theydon Garnon C. of E. V.C Primary School

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Job Description

Job Title: Class Teacher - Year 3, 4 or 5 (First Year Commitment)

Starting Date: 1st September 2019

Job Purpose

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, at Coopersale and Theydon Garnon C.E. Primary School have been set out below:

Key Areas the Job will impact on:

Pupils

- To have responsibility for a class
- To ensure children in class work to their greatest potential - setting high standards and positively targeting and supporting individual learning needs
- Demonstrate appropriate consistent progress –
 - For the majority of pupils
 - Across all teaching areas
 - Across all backgrounds, ability and behaviour
 - That compares favourably with pupils locally and nationally

Staff

- To give guidance, support and encouragement to staff and lead in-service development sessions in line with any extra responsibilities above the classroom teacher role.
- To lead, develop and enhance the teaching practice of others in a curriculum area by evaluating, supporting, guiding and target setting

Curriculum Area

To co-ordinate activities relating to a subject area or areas, including:

- Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy and action plans and practice
- To evaluate subject purchases to ensure the budget is spent in line with subject learning priorities and best value principles

- Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment
- To be accountable for the strategic leadership and management of a curriculum area, developing and implementing plans, policies, targets and practices within the context of the school's vision and policies
- To lead staff in the creation and consistent implementation of the National Curriculum, which reflect key school learning strategies
- To be accountable for securing the highest standards of pupil achievement across a curriculum area, by the monitoring and evaluation of pupil achievement and setting targets for improvement

Principal Accountabilities

- Develop, update and review policy documents
- To manage resources so that high standards are achieved, keeping resource lists up to date and issue to staff
- Carry out lesson observations and monitor medium term planning giving feedback to staff in a way which recognises good practice and supports colleagues' progress against performance management objectives resulting in a tangible impact on student learning.
- Devise or use assessment systems for recording achievement in relation to National Curriculum levels
- Ensure all elements of the subject are covered following National Curriculum guidelines and that there is a clear progression of skills within the subject area throughout the school
- Organise and lead INSET in accordance with School Improvement Plan (SIP/SDP)
- Write action plans, SIP/SDP pages for subject area
- Ensure all staff are aware of end of year expectations, to enable level appropriate activities to be planned and delivered
- Produce a list of visits or visitors into school to support each unit/journey of study
- To keep up to date with Local and National initiatives in relation to the subject
- Carry out work scrutinies to ensure consistency of standards and expectations
- Model lessons as and when required
- Ensure subject has a high profile within school, throughout work shown in class exhibitions, displays etc.
- Identify strengths and weaknesses within the subject area led, developing and implementing strategies to tackle areas in need of improvement/development areas, both in pupil attainment and teacher knowledge and skills

In addition, for core subjects

- Analyse data from SAT's, summative tests and identify strengths and weaknesses
- To guide staff in the setting of whole school and/or individual curricular targets
- Review and evaluate children's progress towards targets and the impact of those targets on pupil progress
- Monitor planning according to identified school priorities and give feedback to staff