

Job Description

Classroom Teacher

School:	Elmstead Primary School
Reports to:	Headteacher
Salary/Grade:	Main Scale
Job Purpose:	To carry out the professional duties of a teacher within the framework of Professional Standards for Teachers in England, and the school's policies and procedures under the direction of the Headteacher.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

Duties

- The School Teachers' Pay and Conditions Document and the Guidance on School Teachers' Pay and Conditions specify the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.
- The education and welfare of classes in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the aims, objectives and schemes of the Trust.
- To share in the corporate responsibilities for the wellbeing and discipline of all the pupils.
- To teach a class.
- To positively encourage and support children to learn.
- To manage the work of your LSA on a day-to-day basis.
- In consultation and co-operation with the Headteacher, to provide a strong management and leadership role in the development of a subject area.
- To safeguard and promote the welfare of children.

Additional responsibilities

- To be responsible for the daily operation and co-operation of the School's Policy for a subject and implementation of statutory requirements in accordance with school policy.
- To help staff implement the School's Policy for a subject and statutory requirements and to be responsible for the successful achievement of whole school targets.
- To coordinate CPD needs for a subject area (including your own) and to keep abreast of current thinking and new initiatives. Periodically, where appropriate, to run School-led sessions/workshops in school.
- To monitor and evaluate implementation of the School's Policy for a subject, statutory requirements and primary practice and ensure that the subject is assessed effectively.
- To develop an action plan for a subject.
- To order, organise and maintain resources for a subject.

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- To generally liaise with other agencies where appropriate (e.g. Governors, Secondary School, PSA, Advisory teachers, etc.).
- To communicate regularly with the Headteacher on a subject area.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.

Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parents/carers and others visiting or making contact with the Trust.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the Trust.
- To maintain an appropriate and professional distance with students in more informal situations.
- To celebrate and praise the achievements of staff and students.
- To deal with everyone in the Trust community in a manner which conveys mutual respect.
- Not to behave towards anyone in the Trust community in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the Trust's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times.
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

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Penrose Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.