

<b>Post Title:</b>	<b>CLASSROOM TEACHER</b>
<b>School:</b>	<b>Holy Trinity CofE Primary</b>
<p>The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay &amp; Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:</p>	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• Responsibility for a Class</li> <li>• To provide for the educational, social, moral, spiritual and cultural development for each individual child in the class allocated for each specific academic year</li> <li>• To co-ordinate the development of (a subject) throughout the school</li> </ul>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>Classroom LSA direction</b>
<b>Scope:</b>	<b>Classroom teacher</b> <b>Subject Co-ordination</b>
<b>Salary/Grade:</b>	<b>Main Scale</b>

## **MAIN (CORE) DUTIES**

### **Teaching:**

Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events.

Planning, preparing and assessing lessons in line with school policies and schemes of work.

Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets.

Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content.

Setting of work for pupils who may not be able to attend school, in agreement with the Headteacher.

Marking work and providing feedback (including for Homework in accordance with the school's Homework Policy) to pupils and parents in line with the School Marking and Feedback Policy.

Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policies.

Administering assessment tasks and tests in line with school policy

## **Other Activities**

To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community  
Contribute to and support the overall ethos/work/aims of the school  
Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher  
To take responsibility for understanding the part that one plays in the progress of the School Improvement Plan and contributing to it accordingly  
Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop  
To promote the general progress and well being of individual pupils throughout the school, in line with the Healthy Schools standards and action plan  
To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies .  
Keep records and make reports on the personal and social needs of pupils  
Communicate and co-operate with other agencies to support the educational, development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above  
To inform the Headteacher immediately of any concerns regarding a pupils welfare  
To communicate and consult with parents of pupils  
To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy  
To safeguard every pupil's health, safety and well being in line with school policies  
To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements  
To provide reports to parents, pupils, Governors and the Leadership Team with regard to the progress of the whole school initiative  
To lead assemblies and to attend assemblies, when requested by the Headteacher  
To register pupils at the start of the school day and after the lunch break  
To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher  
To ensure the class is managed in an orderly way and looks stimulating and engaging for the pupils with displays changed regularly  
Be proactive in ensuring that Year group pages have relevant information

## **Management**

To plan, organise and manage the work of the Teaching/Learning Support Assistants who support in class, in order to have a positive impact on pupil progress  
To liaise with the Inclusion Manager to contribute to the planning and organising of work, in order to have a positive impact on pupil progress  
To ensure that the TA/LSA who supports in class meets all of the responsibilities as set out in their job description, in a timely and effective manner

## Training and Development

Review and evaluate the teaching methods and schemes of work

Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge

To participate in performance management reviews in line with school policy

## **Subject Leader Responsibilities** (if asked to lead on an area)

1. To participate fully in the leadership of a subject if asked to do so by the headteacher
2. To ensure that there is breadth and balance in the teaching of the subject they are asked to co-ordinate (if required to do so).
3. To monitor standard in this area providing timely reports to the SLT
4. Any other reasonable requests by the leadership team in regard to subject leadership.

## **Other Activities**

To carry out any other duties reasonably requested by the Headteacher or Deputy 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.

This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.