

Job Description

Post Title: Classroom Teacher (Cover)

Post held: Qualified Teacher

Salary Grade: Main Scale

Responsible to: Headteacher

Our vision and values are essential to the work that you carry out here at Bradfield Primary School. As a member of staff it is vital that you share these with us so that we can work together closely as a team and enable all children to learn effectively.

All staff in the school have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. They have also a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in the employer's health and safety arrangements for the protection of people at work, pupils in their care and who may be affected by them (reference to Whistleblowing Policy and Safeguarding Policy).

Job specification:

The education and welfare of a designated class in accordance with the requirements and conditions of the *School Teachers' Pay and Conditions Document*, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the governing body. To share in the corporate responsibility for the well-being and discipline of all pupils.

The post requires you to teach pupils in the Primary age range.

Your job description is intended as a reference document which identifies your main responsibilities and activities.

In addition you are required to undertake the following responsibilities:

- Liaise closely with the Head/DSL, Deputy Head/ DDSL / SENCO, regarding any children causing concern and report concerns immediately.
- Undertake all duties and procedures as specified in staff handbook and Code of Practice.
- Responsible for the pastoral care of the children in the class and ensuring good personal relationships are fostered between the children themselves and with the teacher.
- Ensure all paperwork is up-to-date and accurate (registers etc.)
- Ensure monitoring, recording, assessment and reporting are undertaken in accordance with the school policies and schedules.

CLASB

- Responsible for the behaviour and discipline of children in the class in accordance with the school behaviour policy.
- Be responsible for the organisation of all classroom resources ensuring they are accessible to children as appropriate.
- Meet with parents as required and foster good professional relationships and communication with parents.
- Be responsible for care, security, and maintenance of resources and equipment in own classroom and throughout the school.

Other

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job specification may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

You may be required to do other duties as required by the Headteacher.

