



St Mary's C E (Aided) Primary School

We aspire for excellence in a Christian learning environment

Job Description – Class Teacher Part Time/Full Time

Job Title	Class Teacher
Grade	Main scale
Reports to	The Headteacher
Responsible for	Class responsibly plus subject co-ordinator (in at least two subject areas) (T.B.A.)
Liaison with	Other colleagues including support staff Outside agencies where appropriate
Job Purpose	To promote effective teaching and learning in the classroom and as a member of the whole school staff. To carry out professional duties set out in the 'SCHOOL TEACHERS' PAY AND CONDITIONS DOCUMENT'.
Principal Accountabilities	<ul style="list-style-type: none"> • To ensure effective curriculum planning and implementation. • To monitor, assess and record the development of pupils in accordance with the school policy. • To manage classroom support effectively. • To create a stimulating, attractive and well organised learning environment. • To use and implement all policies and procedures.
Duties	<ol style="list-style-type: none"> 1. <u>Curriculum planning, Implementation and Co-ordination</u> <ol style="list-style-type: none"> a) To establish and make explicit the aims and objectives of the school. b) To review, evaluate and develop the curriculum to meet these objectives. c) To set a good standard of classroom practice which meets the aims and objectives of the school, including appropriate use of Teaching Assistant Support. d) To promote teaching and learning styles which provide opportunities for learning from first hand experience, including the use of the local environment. e) To develop structures which facilitate curriculum progression and continuity for pupils of all levels of ability, setting appropriate levels of expectation f) Provide medium and short term plans of intended teaching and learning areas.

	<p>2. <u>Professional Development</u></p> <p>a) To share school-focused training</p> <p>b) To take part in courses which will be beneficial to personal, class and whole school issues and to share the results with other members of staff</p> <p>3. <u>Organisation and Administration</u></p> <p>a) To encourage good standards for the proper care of the school environment</p> <p>b) To enhance the learning environment through the effective display of pupils' work and other materials</p> <p>c) To assist with organisation of special functions arranged in school</p> <p>d) To lead and/or organise Assemblies when asked</p> <p>4. <u>Liaison with Parents and Wider Community</u></p> <p>a) To ensure effective and meaningful contacts with parents in accordance with school policies, including assessment and reporting arrangements</p> <p>b) To liaise with external agencies as necessary</p> <p>c) To foster and support extra-curricular activities in the interests of the school community</p> <p>d) To encourage positive use of suitable parental skills and help in the classroom situation</p>
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher "to carry out appropriate duties within the context of the job, skills and grade".