



ST. THOMAS OF CANTERBURY C OF E JUNIOR SCHOOL
“Realising the potential of every child within a caring, Christian community”

JOB DESCRIPTION

NAME: A. N. Other **DATE:** September 2019

POST HELD: Key Stage 2 Classteacher (maternity cover – 1 year fixed term)

SALARY SCALE: Main Pay Range/Upper Pay Range (*depending on experience*)

1. Liaison and Co-operation

The teacher will work in liaison, contact and co-operation with:

- Other members of staff (including those in the Infant School), parents, governors and the local community;
- Members of the Diocese and Local Authority support and advisory services;
- Organisations and networks relevant to the teacher's role.

2. Policy and Legal Framework

The teacher will work within the framework of:

- National legislation, including Education Acts and the Schoolteachers Pay and Conditions Document;
- Department for Education Teachers' Standards;
- School policies and guidelines.

3. Tasks and Duties

A teacher in a school shall perform any directions which may reasonably be given by the Headteacher.

The latest School Teachers Pay and Conditions Document will further detail the duties of teachers.

The following is intended to incorporate most of the duties itemised in the document.

- **Teaching:**
 - Teach the curriculum of the school;
 - Promote development of the abilities and aptitudes of pupils assigned;



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- Plan and prepare courses of lessons;
- Teach according to needs of pupils;
- Set and mark work carried out in school and elsewhere, in line with school policies;
- Assess, record and report on development, progress and attainment of pupils.
- **Other activities:**
 - Promote the general progress and well-being of pupils assigned;
 - Provide guidance and advice to pupils on educational and social matters;
 - Make records and reports on the personal and social needs of pupils;
 - Communicate and consult with parents and other persons/bodies;
 - Participate in meetings arranged for any of the purposes described above.
- **Assessments and reports:**
 - Provide oral and written assessments, reports and references relating to individual pupils or groups of pupils.
- **Appraisal or review of performance:**
 - Participate in arrangements made in accordance with regulations for the review of performance.
- **Review, induction, further training and development:**
 - Review methods of teaching and programmes of work;
 - Participate in arrangements for further training and development;
 - In the case of NQTs – participate in arrangements for supervision and training.



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- **Educational methods:**

- Advise and co-operate with others on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

- **Discipline, health and safety:**

- Maintain good order and discipline among the pupils and safeguard their health and safety on school premises and when engaged in school activities elsewhere;
- Teachers also have a responsibility for their own safety and should read all relevant health, safety and wellbeing guidelines.

- **Staff meetings:**

- Participate in meetings at the school which relate to school curriculum or administration.

- **Cover:**

- Supervise where practicable any pupils whose teacher is not available to teach them;
- Cover should be for no more than 38 hours in any school year (except teachers employed wholly or mainly for this purpose).

- **External examinations:**

- Prepare pupils for external examinations, assess pupils for the purpose of such examinations and record and report such assessments.

- **Management:**

- Contribute to the selection and induction of new staff;
- Co-ordinate and manage the work of other staff;
- Take part in review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

- **Administration:**

- Participate in administrative and organisational tasks related to such duties as described above, including the direction/supervision of persons providing support for the teachers in the school (except where a teacher's professional skills and judgment are not required).
- Attend collective worship and register the attendance of pupils and supervise pupils

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Headteacher: Mr D. M. Moran



BRENTWOOD COLLABORATIVE
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(before, during and after school, if necessary)

- **Time:**

- Teachers with leadership and management time shall be entitled so far as is reasonably practical, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities;
- Teachers shall be available for work 195 days in any school year, of which 190 days shall be days to teach pupils and carry out other specified duties (does not apply to deputy heads, assistant heads, and advanced skills teachers);
- Teachers shall be allowed 10% planning, preparation and assessment time in units of not less than 30 minutes.

4. Further responsibilities

- E.g. Complete all NQT portfolio requirements. Meet at least weekly with Mentor(s). Reflect on own practise. Meet the majority or all of targets set at Professional Review Meetings within the given time frame.

This Job Description may be amended at any time after discussion with you, but in any case will be reviewed by September 2020.