KINGS ROAD PRIMARY SCHOOL
JOB DESCRIPTION

Title of Post: Class Teacher

Salary Scale: Main scale

Responsible to: Head of School
Deputy Head of School

Purpose of Job: To provide for the educational, social, moral, spiritual and cultural development for each individual child in the class allocated for each specific academic year

To lead the development of (specify subject) throughout the school (non ECT)

Exercise of Particular Duties

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document, specifies the professional duties required to be carried out by all teachers. In addition "a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to them by the Headteacher from time to time, such particular duties as may reasonably be assigned to them.

Professional Duties

Teaching

- Contributing to the preparation and development of 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
- Marking work and providing feedback (including 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 test 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, Deputy Headteacher or SENCo
- 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 and Every Child Matters Document
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Headteacher.
- 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 including IEP Meetings
- To inform the Headteacher immediately of any concerns regarding a pupils welfare
- To communicate and consult with parents of pupils and provide an accurate written annual report for parents
- 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 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

Management

- To plan, organise and manage the work of the Teaching Assistant assigned to the class, in order to have a positive impact on pupil progress
- To liaise with the SENCO to contribute to the planning and organising of the work of the TA, in order to have a positive impact on pupil progress

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

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher, to meet changed circumstances in a manner compatible with the post held. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties set out above.

Kings Road Primary School is a member of the Brickfields Trust