

Epping Primary School

JOB DESCRIPTION

Title of Post:	Class Teacher – Year 3 Maternity Cover
Banding:	Main Pay Range/Upper Pay Range
Responsible to:	Headteacher/Deputy Headteacher/Phase Leader

Purpose of the job:

To carry out the professional duties of a Teacher as set out in the relevant pages of the School Teacher's Pay and Conditions document. In addition 'a Teacher employed as a Teacher in the school will 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'.

To provide for the educational, social, moral, spiritual and cultural development of each of the pupils in your class and for maintaining high standards of teaching and learning, marking, monitoring and assessment and communication with parents/carers.

You also share with all colleagues a responsibility for:

- ✓ A collective approach to maintaining a high standard of discipline throughout the school.
- ✓ Maintaining a high standard of display throughout the school.
- ✓ The adequate storage and care of resources.
- ✓ Keeping up to date with developments in educational practice and statutory requirements.
- ✓ Implementing, where appropriate, school policies and guidelines.

Professional Accountabilities

Teaching

- ✓ To maintain a thorough and up-to-date knowledge of the teaching of your subjects and take account of wider curriculum developments which are relevant to your work.
- ✓ To plan lessons and sequences of lessons to meet pupils' individual learning needs.
- ✓ To use a range of appropriate strategies and follow school policies for teaching and learning, behaviour and classroom management.
- ✓ To do all that you can to ensure that you safeguard and promote the welfare of pupils in the school.
- ✓ To set well-grounded expectations for pupils in your class using information about prior attainment.
- ✓ To assess, monitor and record the progress of pupils in your class and give them clear and constructive feedback.
- ✓ To do all you can to ensure that, as a result of your teaching, your pupils achieve well relative to their prior attainment, making progress as good as or better than similar pupils nationally and in the school.
- ✓ To take responsibility for your own professional development and use the outcomes to improve your teaching and your pupils' learning.
- ✓ To make an active contribution to the policies, aspirations and plans of your year group, of your curriculum area and of the School.
- ✓ To contribute 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.
- ✓ To plan, prepare and assess lessons in line with school policies and schemes of work.

- ✓ To teach lessons according to the individual needs of pupils, having high expectations and setting challenging targets.
- ✓ To promote the inclusion and acceptance of all pupils within the classroom ensuring equal access to lessons and their content.
- ✓ To set work for pupils who may not be able to attend school where appropriate.
- ✓ To mark work and provide feedback (including homework in accordance with the School's Policy) to pupils and parents/carers in line with the School Marking Policy.
- ✓ To keep up to date assessments on the development, progress and attainment of pupils, recording and reporting these assessments in line with the school's Assessment Policy.
- ✓ To administer assessment tasks and tests in line with school policy.

Other Activities

- ✓ To lead an area of the curriculum across the school ensuring high standards are achieved by leading and monitoring teaching, assessments and data analysis.
- ✓ To work alongside the Curriculum Leader to ensure a progressive curriculum for the subject area you lead is planned for across the school in line with Ofsted and DfE requirements.
- ✓ To promote the positive ethos and culture of the school to other staff, governors, parents/carers, pupils and members of the wider community.
- ✓ To contribute to and support the overall ethos, work and aims of the school.
- ✓ To 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 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 wellbeing 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 / carers on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Inclusion Manager.
- ✓ To keep records and make reports on the personal and social needs of pupils.
- ✓ To 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 PLP Meetings.
- ✓ To inform the Inclusion Manager immediately of any concerns regarding a pupils welfare.
- ✓ To communicate and consult with parents/carers of pupils and provide an accurate written annual report for parents/carers.
- ✓ 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 professional development meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.
- ✓ To attend assemblies, when requested by the Headteacher or Deputy 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 Learning Support Assistant / Learning Mentor assigned to the class, in order to have a positive impact on pupil progress.
- ✓ To ensure that the Learning Support Assistant / Learning Mentor assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manner.

Training and Development

- ✓ To review and evaluate the teaching methods and schemes of work.

- ✓ To 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.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The Conditions of Employment of Teachers in the School Teachers' Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a Teacher as circumstances may require, under the reasonable direction of the Headteacher.

General Expectations:

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.