

Kenmont Primary School Job Description for Class teacher

Job purpose:

- 1 To carry out the professional duties of a class teacher in accordance with the School Teachers' Pay and Conditions document.
- 2 To set an example of professional commitment to the education and welfare of the pupils of the school, which can be followed by colleagues and appreciated by parents, sharing in the corporate responsibility for the achievement, progress and well being of all pupils.

Main Duties and Responsibilities:

- 1 To carry out the full range of professional duties of a class teacher, taking responsibility for the welfare, progress and attainment of pupils striving for high standards for every child.
- 2 To lead curriculum development in (subjects to be agreed according to the strengths of the successful candidate) by:
 - monitoring and advising coverage of the curriculum across the school
 - advising the Headteacher on the development and deployment of resources
 - advising colleagues on teaching strategies
 - supporting the development of teaching materials
 - attending courses and keeping updated on current issues.
- 3 To contribute to the school programme of assemblies and collective worship through class assemblies and sharing assemblies and to help pupils participate fully in this aspect of the life of the school.
- 4 Working with the Headteacher and other members of the Senior Management Team to lead improvements in the quality of teaching and learning and pupils' achievement and progress within year group (and allocated subject area) including;
 - monitoring teacher's planning, assessment and record keeping to a process and format agreed with the Headteacher and the Senior Management Team
 - observing in classrooms
 - analysing samples of pupils work
 - giving detailed feedback to colleagues individually as a team.
- 5 To work within the framework of the school's mission statement, agreed curriculum maps, schemes of work and policies to raise the level of all pupil's standards of attainment.
- 6 Teachers will share responsibility for maintaining the ethos and safety within the school which includes;
 - actively promoting equality of opportunity

- supporting the pastoral development of all pupils
- dealing appropriately with any health and safety issues
- maintaining the organisation of shared resources and resource storage areas so that they are safe and easily accessible to all.

Professional Duties

Duties will include the following;

- maintain an updated professional development file to include school policies and other curriculum/professional information, to be retained and accessible in the classroom
- to be aware of the details of the school policies and ensure they are implemented
- teach the National Curriculum and Religious Education to a designated class
- to prepare, at the beginning of each term with the curriculum for each curriculum area for the designated class
- to plan on a weekly basis, with the following weeks curriculum coverage ensuring the correct percentage of time is covered
- make assessments and keep records of each pupil's progress in designated class
- keep detailed records for pupils with special needs and liaise with parents, guardians, the SENCo and outside agencies as appropriate
- match activities to the needs and abilities of the pupils
- select resources and employ teaching/learning and discipline strategies, which ensure equal opportunities for each pupil
- create an attractive, motivating, stimulating and safe environment in the classroom – and regularly change the displays of pupil's work
- work in partnership with the Teaching Assistants to ensure they are able to make an effective contribution to the pupil's learning
- manage and organise teaching/learning resources for the classroom, to allow pupils access, whilst observing health and safety issues
- maintain good order and discipline
- register attendance of pupil's accurately, ensuring;
 - * the lateness and absence is accounted for
 - * that appropriate action is taken where these are not accounted for
 - * that the Headteacher or Deputy Headteacher is advised of any concerns
- meet regularly, both formally and informally with parents/carers to discuss pupil progress or any concerns, and develop a constructive home-school partnership
- prepare reports on pupils for parents/carers and other agencies as required
- to become an enthusiastic member of the Key Stage Team in which you work

- to treat all members of staff with respect
- attend and participate in meetings within school, INSET days and courses as necessary
- to support the development of the school's policies and practices
- attend individual review meetings with the Headteacher/Deputy Headteacher/SENCo/ Curriculum Co-ordinators
- contribute to display in designated areas of the school
- on a rota basis, share responsibility for class assembly, playground duty, tidiness of staff room, minutes of meetings and any other rota determined and agreed by the staff.

Line Management Responsibility

The class teacher will be responsible to the Headteacher, Deputy Headteacher and Key Stage Co-ordinator.