



Cottage Grove Primary School and Nursery Job Description

Post Holder:

Post Title: Class Teacher

Pay Band: MPR to UPR3

Accountable to: The Headteacher

Key Responsibilities

- To actively promote the wellbeing of children through adherence to all safeguarding policies, practices and procedures
- To actively promote the wellbeing of children through adherence to all safeguarding policies, practices and procedures
- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

Job Purpose

To provide high quality teaching and learning to the class that they are responsible for. For all teachers M2 and above, manage a subject and promote its achievement across the school.

Main Duties and Responsibilities

- To keep under review and revise in liaison with the staff when necessary the quality of experience and curriculum guidelines throughout the school.
- To monitor and evaluate subject areas
- To keep under view the type of records kept through school.
- To be responsible for the resources, the method of control, storage and accessibility of equipment.
- To control curriculum budget.
- To be responsible for an up-to-date comprehensive list of equipment and to report the need for repairs and maintenance when necessary.
- To keep informed and report on new materials and changes that occur in this area of curriculum.
- Evaluate teaching and learning in your area of responsibility through termly work sampling, annual lesson observation and other informal contacts with staff. Use this information to identify good practice and improve overall standards of teaching in school.
- Ensure that teaching in your area of responsibility offers equality of opportunity and contributes to pupils' wider spiritual, moral, social and cultural experiences and development.
- To provide a verbal or written report for the Governor's information.
- To be prepared to lead discussions and evaluation studies.



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- To attend appropriate courses and make necessary visits and disseminate knowledge gained.
- To give guidance and help to colleagues and assist in the development of this area of curriculum.

Professional Responsibilities

- To report on curriculum area to curriculum and assessment co-ordinator.
- Attend staffing meetings each week.
- Offer termly parental interviews to discuss progress of children.
- Attend negotiated Governor/Parent curriculum awareness meetings.
- Attend year group and curriculum planning meetings.
- Supervise playtime sessions as directed and rearrange when you know you will be absent.
- Plan Class work in the medium and short term in consultation with other teachers teaching a similar age range.
- Manage appropriate delegated budgets.
- Contribute regularly to the display of pupil's work around school and to take responsibility for ensuring that classroom and shared areas have appropriate displays.
- All records should be updated at least half-termly in line with the curriculum and assessment schedule and be available in school.
- Teacher's file with school information, class names and groups, guidelines, current forecasts, timetable and emergency lesson plans, should be available in the classroom.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- Be involved in extracurricular activities, e.g. open days, presentation evenings.
- To actively promote the school at every opportunity.
- To carry out other duties as required and directed by the Headteacher

Whilst the job description above endeavours to provide a clear outline of the duties of the post holder, additional appropriate responsibilities which may be determined in light of the needs of the school and at the discretion of the Headteacher.

The job description will be reviewed annually to reflect or anticipate changes in the job requirements in response to the needs of the school.

This job description should be considered alongside the most recent School Teachers' Pay and Conditions Document.

I have read and understood my roles and responsibilities within my job description:

Signed _____

Name _____

Date _____