



JOB DESCRIPTION

- TITLE:** Class Teacher (Maternity Cover)
- LOCATION:** Silsoe VC Lower School, Chestnut Avenue, Silsoe, Bedfordshire, MK45 4GP
- RESPONSIBLE TO:** Headteacher
- JOB PURPOSE:** To teach key stage 1/ key stage 2

MAIN RESPONSIBILITIES

- The post holder must at all times carry out his/her duties and responsibilities in line with the duties set out in the School Teacher's Pay and Conditions Document and with due regard to equal opportunities.
- Teachers will be informed of the breakdown of directed hours and will be entitled to 10% planning, preparation and assessment time.
- Early Careers Teachers will be provided with an additional 10% of the week to continue their professional development and meet with their mentor.

It is the responsibility of the class teacher to: -

1. Understand the educational aims and central values of the school as outlined in the school's prospectus and curriculum statement and to support the achievement of those aims.
2. Contribute to formulation of policy documents and ensure their implementation at classroom level.
3. Work with colleagues to produce medium term plans and to evaluate their effectiveness.
4. Provide weekly plans for their teaching and evaluations of their teaching and their pupils' learning.
5. Understand and practise assessment including observation as a fundamental tool in developing teaching and learning in order to meet the needs of all pupils within their class.
6. Provide for each child's entitlement to a 'broad and balanced' curriculum as specified in the National Curriculum.
7. Establish a positive learning experience for all pupils, which promotes self-confidence and independent learning.
8. Maintain high expectations of behaviour and work by providing a positive role model, respecting all pupils and applying consistent values based standards.
9. Establish a stimulating and interactive learning environment.
10. Share responsibility for the whole school environment and shared display areas.



11. Identify pupils experiencing academic, social or physical difficulties and work with the SENDCO, parents and external agencies to address their needs.
12. Identify, challenge and extend pupils who are more highly skilled.
13. Involve parents in the education of their child.
14. Attend all staff meetings and INSET as appropriate to maintain continuing professional development.
15. Develop a particular expertise in an area of the curriculum through reading current literature and attending INSET initiatives and use this expertise to support the Headteacher in curriculum development across the whole school.
16. Ensure the safety of the children in his/her care at all times, and comply with the Health and Safety responsibilities and child protection guidelines issued by governors of the school.
17. To actively promote and support the safeguarding of children and young people in the setting, school safeguarding policies and procedures are observed at all times.
18. To be aware of safeguarding issues, reporting to the designated safeguarding lead.
19. To be aware of and respond to the Prevent strategy
20. To undertake any other duties of a similar level and responsibility as may be required from time to time.