



# Burbage Primary School

**JOB TITLE / POST:** Classteacher  
**RESPONSIBLE TO:** Headteacher / Deputy Headteacher  
**GRADE:** Main Scale dependant on experience

## **Purpose**

To carry out the duties of the Teacher in accordance with the current Teachers Pay and Conditions Document (Teachers' Standards May 2012) and other relevant statutory provisions.

- To support and contribute to the school's responsibility for safeguarding children following all relevant policies.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.
- To facilitate, support and monitor the overall progress and development of a designated group of pupils.
- To create and foster a learning environment and educational experience which provides pupils with the opportunity to fulfil their individual potential.
- To share in the development of the school curriculum, teaching materials, teaching programmes, methods of teaching and assessment and their review.

## **Responsible for:**

- Planning collaboratively with year group partner, directing and supervising Teaching Assistants.
- Co-operating and liaising with other professionals, including fellow staff and colleagues from external agencies.

## **Generic Responsibilities:**

- To teach pupils in their assigned group according to their educational needs, including the setting and marking of work to be carried out by the pupils.
- To assess, record and report on the attendance, progress, development and attainment of assigned pupils and keep such records as are required by the school's systems.
- To ensure a high quality learning experience for pupils, which meets internal and external quality standards.
- To use a variety of delivery methods appropriate to pupils' learning styles and the varying demands of curriculum.
- To provide a positive, conducive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy.
- To communicate effectively with parents of pupils and with persons or bodies outside the school who are concerned with the welfare of students, after consultation with appropriate staff.

- To show a total commitment to promoting inclusion throughout the school.
- To contribute to the personal, social, health, citizenship and enterprise education of pupils according to school policy.
- To work as a member of a designated team and contribute positively to effective working relationships within the school.
- To actively engage in performance management.
- To contribute to the formulation and implementation of the School Improvement Plan and associated action plans, as appropriate.
- To carry out other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.

**To contribute to the development of the school curriculum, teaching methods and their review, specifically:**

- To be responsible for the co-ordination of an area(s) of the school curriculum, including ensuring a relevant and appropriate curriculum policy is produced and reviewed, according to the school's schedule, and is complemented by associated schemes of work.
- To monitor and evaluate learning within the curriculum area(s) in line with the school's monitoring cycle. (This may include lesson visits or other approaches, book looks, planning scrutiny, data reviews etc.)
- To collate and analyse information relating to the standards achieved in the curriculum area for presentation to the Leadership Team.
- To audit resources in a curriculum area.
- To secure and allocate the resources necessary to deliver the curriculum area(s).
- To advise and support other members of staff on the content and delivery of the curriculum area(s).
- To identify appropriate in-service professional development in relation to the curriculum area, with the support of the Leadership Team.
- To contribute to the formulation and evaluation of the school's assessment practice.

**Other duties:**

- To play a full part in the life of the school community and actively support its ethos and policies.
- To comply with health and safety policy and undertake risk assessments as appropriate.
- To actively pursue own personal and professional development.