

Job Description: Class Teacher

Responsible to:	Head of School
Job Type:	Permanent
Grade:	Main/Upper Pay Scale
Hours per week:	32.5
Working weeks:	52
Location	¹ Shrivenham Primary School

Job Description

Context: This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head of School; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually, and any changes will be subject to consultation. The Trust's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the Stress at Work Policy and the Dignity at Work Policy.

General Duties: You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

Teaching

- Class teacher
- Plan and prepare lessons and courses of lessons.
- Teach, according to their educational needs, pupils assigned to you, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- Assess, record and report on the development, progress and attainment of pupils by providing or contributing to oral and written assessments, reports and references.
- Assess pupils using agreed school criteria and end of KS SATs or equivalent.
- Promote the general progress and well-being of individual pupils and of the class assigned to you by providing guidance and advice to pupils on educational and social matters. Make records of and reports on the personal and social needs of pupils.

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- Communicate and cooperate with relevant persons or bodies outside the school and participate in meetings. Provide or contribute to oral and written assessments, reports and references relating to pupils.
- Contribute to the review, development and management of a particular subject area (except in the case of an ECT).

Professional development

- Take part in your own appraisal and that of others in accordance with the school's Appraisal policy.
- Review from time to time your methods of teaching and programmes of work.
- Participate in school arrangements for your further training and professional development as a teacher, including keeping a record of your professional development.

Educational methods

- Advise and cooperate with the Head of School and other teachers on the preparation and development of teaching programmes, materials, assessment and pastoral arrangements.

Discipline, Health and Safety

- Maintain good order and discipline among the pupils, safeguarding their health and safety when they are authorised to be on the school premises and on educational visits off site.

Staff meetings

- Participate in meetings relating to the curriculum, administration, organisation and pastoral arrangements of the school administration.
- Participate in such class administration relating to the above responsibilities as is agreed to be appropriate to your professional status as a teacher. • Supervise support staff assigned to your class.
- Advise on the ordering and allocating of class and curriculum equipment as appropriate using Purchase Order request forms.
- Organise the control, evaluation and requisition of resources for your subject throughout the school and accept responsibility for their storage and maintenance. Keep a record of budget spending in your subject and ensure that best value for money is obtained. Ensure staff are aware of available resources and use them effectively. Keep the Head of School advised of resource needs and how funds are used. (except in the case of an ECT)
- Participate in assemblies.
- Register the attendance of pupils.

Working time

- See Part XII Conditions of Employment for teachers in current copy of School Teachers Pay and Conditions.

General Responsibilities: Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with

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the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Qualifications and Experience

Qualities	Essential/Desirable
Education / Training B.Ed/PGCE or equivalent A commitment to ongoing CPD and self-learning Very good written and oral communication skills. Literacy/Numeracy competent Ability/willingness to lead a curriculum area.	E E E E D
Relevant Experience (Teaching & Learning) Effective and successful teaching experience in EYFS, KS1 or KS2 Effective planning for a creative curriculum Effective record keeping that supports school assessment requirements. Experience of contributing to target setting and monitoring performance to raise pupil achievement. Strong commitment to promoting parental involvement, interest and understanding Experience of teaching SEN/EAL pupils effectively	E E E E E D
Relevant Skills and Attributes Commitment to delivering and sustaining high standards of teaching, learning and achievement for all pupils. Evidence of the effective use of positive behaviour strategies. ICT competence and evidence of its use in teaching. Ability to build constructive working relations with pupils, colleagues and parents. Effective self-management skills Ability to bring fresh ideas and opportunities for pupils.	E E E E E D

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