

## HARLINGTON AND SUNDON LOWER SCHOOLS

### JOB DESCRIPTION

<b>Job title:</b> Class teacher	<b>Salary range:</b> Teachers Pay Scale
<b>Reports to:</b> Senior Leadership Team, Headteacher	
<b>Job purpose:</b> To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum, DfE and school policies.	

#### General duties

1. The responsibilities of the post are to carry out the professional duties of a school teacher in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document.
2. The post requires you to teach children in accordance with the requirements of the Conditions of Service for School Teachers (Burgundy Book), having due regard for the National Curriculum, the school's ethos and aims, Values Education, policies and schemes of work and any policies of the Governing Body.
3. To ensure responsible and caring supervision of children according to agreed procedures and duty rotas during directed time, and during any extra-curricular activity, including school visits undertaken by you, and to share in the corporate responsibility for the safety and well-being of all pupils.
4. To liaise with other members of staff in the pursuit of excellence.
5. To communicate and consult with parents over all aspects of their children's education – academic, social, emotional and to involve them in the wider aspects of the schools function.
6. To actively promote the ethos of the school, fundamental British Values and Values Education.
7. To work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies. Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary.
8. To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
9. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the schools Health and Safety policy and any school-specific procedures /rules that apply to this role.
10. To support a school policy of corporate responsibility in all areas of school life.
11. Promote the school and celebrate its success at every opportunity.
12. Maintain confidentiality at all times in respect of Data Protection, school-related matters and to prevent disclosure of confidential and sensitive information.

#### Class Teacher: Main duties and responsibilities

1. To establish a caring, purposeful, stimulating and challenging classroom environment leading to high standards of learning from the pupils.
2. To establish a sound classroom routine and atmosphere to maximise independent learning.
3. To maintain high standards of behaviour within the classroom and across the school at all times
4. To ensure a high standard of classroom organisation with readily accessible and well-maintained resources.
5. To plan and deliver lessons from the schools' agreed curriculum progression documents, agreed schemes of work and the National Curriculum.
6. To provide opportunities and resources adapted for the needs of your class to ensure progression in all curriculum areas.

7. Ensure all children's individual learning needs are met; programmes of support provided for any child found to be underachieving, including SEN, More Able, those for whom the Pupil Premium Grant provides support and any other identified group
8. To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
9. To assess, record and evaluate individuals progress using the schools agreed assessment systems and to use this information when compiling reports. To mark work and give feedback in line with school policy.
10. To have responsibility for the care and up-keep of your own classroom resources and equipment as well as those in use from shared resource areas, including the care, safety and security of electronic/electrical equipment.
11. To ensure effective use of support staff within the classroom, including parent helpers to enhance children's learning
12. To liaise with outside agencies when appropriate eg. Educational Psychologist.
13. To liaise with other teachers to ensure continuity and progression.
14. To keep up-to-date and informed about recent developments in the profession; to participate in annual professional development opportunities, including INSET and performance management activities.
15. To set relevant and adequate homework according to the homework policy.
16. To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
17. Contribute to the development and co-ordination of particular areas of the curriculum.
18. Contribute to an excellent extracurricular provision, including lunchtime clubs.
19. Spend Planning, preparation and Assessment time effectively.
20. To accurately keep the register and be responsible for attendance and absence procedures.
21. Have annual performance management and review meetings to review personal and pupil progress.
22. Carry out any other reasonable tasks as directed by the Head Teacher.

#### **Subject Leader: Main duties and responsibilities**

1. Be responsible for the implementation and management of the school's policy for the agreed subject area
2. To formulate an Action Plan and a Vision (Intent) statement for the subject area and share these with the rest of the staff
3. Champion the subject - giving it high profile within the school
4. To keep up with current ideas, practice, resources, contact with outside agencies and to attend appropriate training courses, sharing information and ideas with staff.
5. To oversee the resources, evaluate newly published resources with a view to ordering, and replace/purchase required equipment according to available curriculum budget
6. To provide help, advice and support to class teachers and promote appropriate staff training and development.
7. To monitor and evaluate progression of learning in the subject area through observation, discussion with teachers and pupil interviews.
8. To report to the Local Governing Committee as required evaluating the success and areas to develop over the year including reporting on pupils outcomes and progress.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

I understand and agree to the terms of this Job description

Signed \_\_\_\_\_

Date \_\_\_\_\_