



Bournville Village Primary School

Job Description

POSITION: EY Class teacher (Maternity Cover)

GRADE: Main Pay Scale

RESPONSIBLE TO: The Governing Board of Bournville Village Primary School

RESPONSIBLE FOR: Supervision of persons providing support in the classroom.

REPORTING TO: Senior Leadership Team

Job Purpose

To promote the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to him/her principally, but not exclusively, by teaching the curriculum, contributing to a high quality and stimulating learning environment, and undertaking other activities for or relating to pupils.

General

You are required to:

- a. Carry out the duties and professional responsibilities of a teacher as laid down in the Contractual Framework for Teachers, contained within School Teachers' Pay and Conditions document, along with the National Teachers Standards and any other relevant standard which the teacher is subject to.
- b. Demonstrate a commitment to safeguarding and promoting the welfare of pupils.
- c. Promote the agreed vision and values of the school.
- d. Implement, support and promote school policy and procedures.
- e. Set an example of professional integrity and professionalism.
- f. To work collaboratively as a member of the staff team, establishing and maintaining effective, professional relationships with colleagues.
- g. To contribute to the school commitment to staff wellbeing, by contributing to a culture of co-operation, trust and mutual respect.
- h. Demonstrate high standards of planning, quality first teaching and feedback, in accordance with school policies in all teaching duties and responsibilities.
- i. Plan and implement visits and visitors to enhance the curriculum, considering value for money, impact on knowledge and understanding of pupils, and contribution to broadening the experience of disadvantaged children.
- j. Contribute to review and development of the curriculum through feedback, professional dialogue as well as planned opportunities for review.
- k. Carefully monitor the achievement of pupils; adapt and develop teaching to meet their needs.



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- l. Through progress meeting, analyse and discuss progress, and share expertise with colleagues to strengthen practice and meet needs within the class.
- m. To plan to meet the needs of pupils with Special Educational Needs and, in collaboration with the SENDCO, prepare, implement, monitor and review pupil profiles, and Education Health Care Plans.
- n. To establish and maintain routines that contribute to an ordered and supportive learning environment in classrooms and around the school site.
- o. To share planning with, and direct the work of support staff and volunteers, to maximise their impact.
- p. To maintain a well organised classroom and bank of learning resources.
- q. To create and maintain an ordered and supportive learning environment in which pupils feel safe and secure.
- r. To communicate and consult with parents/carers, and with outside agencies as necessary, about children's attainment, progress and wellbeing.
- s. Participate in any arrangements made in accordance with the statutory regulations for the appraisal of his/her performance and professional development.
- t. Participate in opportunities for further training and professional development. Disseminate training with colleagues where appropriate.
- u. Keep up to date with developments in education research and practice.
- v. Where appropriate, work with SLT to ensure that statutory assessment obligations across the school are met.
- w. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

Specific

- a. To ensure that the register is marked punctually and kept up to date as required by the law. All absence should be accounted for, and any concerns reported to Attendance Ambassador or Lead.
- b. To deal with other returns and requests for information about children in the class as required.
- c. To produce an annual written report for parents/carers in accordance with school policy.
- d. To contribute and assist as required, to keep up to date the pupil records for each pupil in the class.
- e. To contribute to references, reports to outside agencies and similar, in consultation with colleagues.
- f. To help pupils with individual guidance as necessary.

All staff are expected to understand and be committed to the Disability and Equalities Act, 2010, in employment and service delivery.



Conditions of Employment

The above responsibilities are in accordance with the requirement of the Teachers' Pay and Conditions Document and subsequent orders in terms of duties and working time, also any local agreements, guidelines giving interpretations of teachers' conditions of service.

Review and amendment

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher, or the post holder, but only after consultation. It will be signed if agreement is reached.

Complaints

If, following review and amendment, agreement is not reached the appropriate procedures as adopted by the Governing Board should be used.

Signed _____

Post Holder

Signed _____

Head Teacher

