

## Class Teacher Job Description

<b>Job Title:</b>	<b>Class Teacher</b>
<b>Grade of post:</b>	<b>MPS (Not suitable for ECTs)</b>
<b>Location:</b>	<b>HORSPATH CHURCH OF ENGLAND PRIMARY SCHOOL</b>
<b>Line Manager:</b>	<b>Headteacher</b>
<b>Disclosure Level:</b>	<b>Enhanced DBS</b>

### Job Purpose:

To be a class teacher.

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 Headteacher.

### Main Responsibilities:

- To carry out the professional duties of a teacher under the teacher's contract (as defined in the most recent school teachers' pay and conditions document) ensuring the education and welfare of a class/group of pupils having due regard to the school's aims, values and curriculum.
- To be an excellent role model for the school community
- To teach children within EYFS, KS1 or KS2
- To provide appropriate pastoral care
- To help promote and safeguard the welfare of all children
- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children, and to implement policies and procedures to foster them
- To ensure that a high standard of care for all children is maintained
- To develop and implement equality of opportunity effectively throughout the school
- To fully support the life and work of the school
- To develop and maintain positive and effective professional relationships with colleagues, parents and carers, the local community and Governors
- To provide information to the Governing Body to enable it to meet its responsibilities
- To ensure that parents and carers, and children are well informed about the curriculum, attainment and progress, and are able to understand and contribute to targets for improvement
- To take appropriate responsibility for one's own health, safety and welfare and the health and safety of children, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager
- To share in the corporate responsibility for the wellbeing and discipline of all pupils.

**Subject Coordination Responsibilities:**

- Promote the highest standards of achievement in two curriculum subject areas through effective coordination of these subjects
- Keep and maintain up to date Subject Coordinator files
- Support the raising of standards of the subjects they are coordinating across the whole school with support from the Leadership Team (LT)
- With support from the LT, develop and monitor these subjects and related action plans, policies, schemes of work, initiatives and training
- With support from the LT, contribute to school planning of these subjects with regard to school, trust and national expectations
- Establish and maintain regular communications with the LT about these subjects
- Work closely with the LT to draft, implement, monitor and evaluate the School Improvement Plan (SIP)
- Contribute relevant information to sections of the Self-evaluation Form (SEF)
- Act as a role model in planning for, delivery of, evaluation of and reflection of own teaching of the subject areas of responsibility
- Brief and update colleagues on relevant policy and practice at meetings and workshops
- With support from the LT, lead and manage CPLD sessions and meetings
- With support from the LT, help identify and facilitate the training needs of colleagues
- Monitor and evaluate pupils' learning and, where appropriate, appraise colleagues' work in accordance with the school's monitoring schedule
- Observe colleagues at work to inform and improve their practice
- Create opportunities for colleagues to learn from each other
- With support from the LT, ensure monitoring, assessment and review of pupil's work and record outcomes to inform future planning
- Work with colleagues to establish a consistent view of school standards of achievement across all curriculum areas
- Delegate tasks to colleagues when appropriate
- Encourage, support and develop effective working relationships with colleagues and parents to enhance pupil learning
- Liaise with other subject leaders and class teachers across the River Learning Trust
- Liaise with outside agencies (eg advisors and consultants)
- Encourage and actively support the establishment and maintenance of a stimulating, purposeful working environment
- Manage a budget when required
- With support from the School Business Manager, maintain a stock ordering procedure in order to manage availability of resources
- Maintain an inventory of equipment and resources
- Manage the allocation of equipment and resources
- Ensure necessary administration requirements are fulfilled
- Establish and maintain regular communications with the school's stakeholders
- Establish and carry out record-keeping procedures to meet requirements of school, trust and national expectations and policies

### **General responsibilities as part of the Trust Central Team**

- Support teaching and learning by providing high quality support as part of a committed and flexible team
- At all times act in accordance with agreed local and national policies and procedures
- Contribute to the overall ethos/work/aims of the River Learning Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Carry out other duties as required from time to time by line manager
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

### **Safeguarding**

*Horspath School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*