

EASTFIELD PRIMARY SCHOOL

JOB DESCRIPTION

Name:

Title of Post: Classroom Teacher

Salary Scale: Main Scale

Responsible to: Phase leader, Assistant Headteacher, Deputy Headteacher, Headteacher

Purpose of Job: To provide for the educational, social, moral, spiritual and cultural development of pupils within the class.

Exercise of Particular Duties

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document (2010 and updated every year), specifies the professional duties required to be carried out by all teachers. In addition, "a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to him by the Headteacher from time to time, such particular duties as may reasonably be assigned to him".

It is also expected that those teachers who move onto the Upper Pay Scale, continue to meet the performance threshold standards as identified in the latest School Teachers' Pay and Conditions Document.

Professional Duties

Teaching and Learning

- Contributing to the planning, preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events
- Planning, preparing and assessing lessons in line with school policies and schemes of work
- Provide a stimulating environment where children are eager to learn
- Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets
- Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content
- Setting and assessing (marking) of work for pupils who may not be attending school, in agreement with the Headteacher
- Assessing (marking) work and providing feedback (including homework, in accordance with the School's Homework Policy) to pupils and parents in line with the School Assessment Policy
- Contribute to the effective deployment of support staff and resources (ICT and consumables) within the class, in order to ensure maximum impact on pupil performance.
- Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policies
- Administering assessment tasks and tests in line with school policy

Other Activities

- Comply with school policies and procedures in areas such as planning and assessment (marking), positive behaviour management, communication with parents, homework, induction, staff meetings, social events.

- To promote the positive ethos, aims and culture of the school to other staff, governors, parents, children and members of the wider community
- Play a full part in the life of the school community, supporting the ethos of the school and encouraging staff, parents and pupils to do likewise.
- Support the school's pastoral system, within the class and with individual pupils.
- Comply with, support and promote all school policies and procedures, particularly those relating to safeguarding and child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Headteacher
- Keep records and report on the personal and social needs of pupils
- Communicate and co-operate with other agencies to support the educational, development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above, including IEP/ IBP Meetings and EHA meetings
- Take responsibility for promoting and safeguarding the welfare of children within your class; record concerns (on Edukey Safeguard My School) according to the school's safeguarding policy and inform the Head Teacher (designated safeguarding lead) immediately of any child protection concerns regarding a pupil's welfare
- To communicate and consult with parents through pupils parents' evenings and the provision of an accurate written annual report for parents
- To maintain and promotes positive behaviour among pupils throughout the school (using a restorative approach), in line with the school's positive behaviour for learning Policy
- To safeguard every pupil's health, safety and well being in line with school policies and to follow the school's code of conduct at all times
- To participate in staff CPD meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
- To lead assemblies as requested by the Phase Leaders / SLT
- To register pupils at the start of the school day and after the lunch break
- To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher
- Contribute to the school's performance management / appraisal process
- To have professional regard for the vision, values, policies and practices of Eastfield Primary School and maintain high standards in your own attendance and punctuality

Leadership and Management Responsibilities when co-ordinating a curriculum area

Leadership

- Showing enthusiasm for the subject
- Advising others about aspects of the subject and leading on staff training and development
- Exemplify good practise in the classroom to other colleagues, Governors and parents, as appropriate. inspire
- Awareness of strengths and weaknesses in school, including the quality of teaching and learning
- Sharing personal vision for the development of the subject with whole staff through the development, monitoring and evaluation of designated areas of the School Improvement Plan
- Mentoring and coaching colleagues

Management

- Demonstrating good subject knowledge
- Ensure subject leadership file is up-to-date and accurate
- Ensure progression of subject is reflected in subject leader display
- Monitoring of quality of teaching, standards and progression in the subject across the whole school, ensuring appropriate records have been kept, using performance data to inform individual pupil, class and year group targets, lesson planning and the preparation of differentiated work, which meets the needs and potential of all pupils.
- Awareness of the subject within local and national frameworks
- Liaison with other colleagues from neighbouring schools through attendance at any appropriate network meetings.
- Taking an active role in organising special curriculum events, as agreed with the Curriculum Lead
- Policy development and review in line with the school calendar
- Management of resources- ensure resources are audited, replenished and appropriately and tidily stored
- Budget management

Continued Professional Development

- Ensure personal and professional development, being up-to-date in national and local developments, participating in whole school and individualised INSET and sharing with others, supporting, coaching and mentoring colleagues including support staff.

Eastfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

DBS

Because of the nature of the job, it will be necessary for an Enhanced criminal record Disclosure (DBS) to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences, This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exceptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice (www.disclosure.gov.uk).

This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

Staff Member _____

Date _____

Headteacher _____

Date _____