



ELVINGTON CHURCH OF ENGLAND PRIMARY SCHOOL

*'Working Together We Can All Achieve Success'*

**JOB DESCRIPTION 2017-2018**

**Post Holder:**

**Job Title:** Class Teacher

**Salary Grade:** M1- M4

**Responsible to:** the Head Teacher

**Professional duties:**

You are required to carry out the duties of a schoolteacher in accordance with the provisions of the current School Teachers Pay and Conditions Document and the Standards for Teachers September 2013.

### **Classroom responsibilities:**

- To take responsibility for the education and welfare of a class of children and to work with groups of children from other classes by arrangement with the Head Teacher.
- To work within the curriculum policies of the school, having due regard to the requirements of the National Curriculum, the school's aims and objectives, and any policies of the Governing Body.
- To prepare material, plan work and set up learning situations which are appropriate to the needs of individual children; setting, and aiming to achieve, the highest possible standards for each child.
- To prepare a detailed termly forecast of work and to have this available from the first week of each term.
- To keep detailed weekly/daily teaching plans of class activities and children's learning experiences which are presented to the head teacher on request.
- To assess, record and report on the development, progress and attainment of children in accordance with the school policy.
- To identify children with Special Educational Needs and inform the SENCO.
- To identify able, gifted and talented children and inform the AGT coordinator.
- To provide a stimulating well-ordered learning environment.
- To be responsible for the pastoral care, discipline and guidance of children in your class.
- To meet parents and discuss the educational needs and progress of their children. Teachers should make themselves available at least once every fortnight for this.
- To organise and take part in educational visits for pupils, at least once a year.
- To make opportunities for involving the children in the life of the community surrounding the school.

**Curriculum responsibilities:**

- To manage and administer the co-ordination of the following areas throughout the school: TBC
- To review and develop curriculum policies in the above areas/subject(s)
- To monitor and evaluate the quality of planning in the subject(s) by other teachers
- To observe teaching in the subject(s) in order to evaluate strengths and areas for further development, or the impact of school improvement work
- To evaluate relevant assessment information for individuals, groups or cohorts
- To suggest issues in the subject(s) for further development
- To review and co-ordinate the usage of resources in the subject(s)
- To provide advice and support for new staff in the subject(s)
- To report on progress, achievement and standards in the subject(s) to staff, governors or parents
- To arrange and promote relevant subject activities to promote pupils' enthusiasm and interest
- To keep up to date with current thought and practice by participating in further training and professional development
- To lead parent events related to whole school issues for example literacy and numeracy developments and parents in partnership with school.

**General responsibilities:**

- To be aware of the building and surroundings, helping to keep a safe, tidy and attractive environment.
- To attend staff meetings relating to the curriculum, administration or organisation of the school and thus support and help colleagues.
- To supervise, within reason, a group of children whose teacher is absent.
- To attend assemblies led by visitors to the school and lead assemblies on an agreed rota with other teachers,
- To share in the corporate responsibility for the well- being and discipline of all pupils.