

JOB DESCRIPTION 2017/18

POST TITLE: Class Teacher

LOCATION : EYFS/KS1/2

RESPONSIBLE : Head Teacher

POSITION IN ORGANISATION: Class Teacher

DIRECTLY RESPONSIBLE TO: Key Stage Leader

MAIN PURPOSE

TEACHER :

- You are required to carry out the duties of a school teacher as set out in part 12 of the School Teachers' Pay and Conditions Document 2017 (hereafter called the Document)
- You are required to carry out such professional duties which form part of (Annex1) of the Document which the Head teacher may reasonable ask you to undertake. To be a full and active member of a KS Team. To teach in EYFS/KS1/2.

LEADERSHIP POST: N/A

In addition you are required to undertake the following responsibilities, which may or may not be included above:

KEY RESPONSIBILITIES : TEACHING

SUPPORT FOR THE PUPIL

- To actively involve parents in the education of pupils by fostering open lines of communication and mutual respect.
- To deliver, organise, facilitate the teaching and learning of a group of children within the age range 2-11 in accordance with most recent DfES conditions of employment and Huyton with Roby Primary School employment documents to raise standards of all pupils.
- To plan prepare and produce planning with due regard for work appropriate for pupils developmental stages and curriculum content to deliver quality learning and in addition to ensure quality documentation is published on school website.
- To ensure that resources reflect differentiated group learning and that they cater for different learning styles to enable the appropriate deployment of additional adults in order to raise standards for all pupils.
- To develop personalised learning strategies with due regard to pupil groupings e.g. More able child, Pupil Premium and FSM children, SEND pupils .
- To set pupil targets based on formative and summative assessments and teacher assessments.
- To regularly record, mark, assess and provide feedback to pupils, parents and relevant staff on progress and attainment.

- To write reports as and when requested and provide information to outside agencies, in order to support pupils.
- To encourage through role modelling high standards of learning behaviours and presentational skills within pupils work.
- To ensure all staff working with pupils model school handwriting policy
- To promote mutual respect and tolerance of all forms of difference.
- To develop spiritual, social, moral and cultural awareness of pupils to ensure that they become well rounded individuals sensitive to the community's diverse cultures.
- To adhere to the schools behaviour management protocols with a emphasis on the recognition of rewards and praise, seeking areas of strength and building on pupil self - confidence and self -esteem.
- Attend Collective Worship, register the attendance of pupils and supervise pupils. To ensure the role of other adults in your class is planned for and has a positive and significant impact on children's outcomes.

SUPPORT FOR STAFF

- To participate and lead in whole school and individual CPD opportunities that benefits your own and others professionalism.
- To mentor and model good practice to colleagues and students.
- To share best practice across key stages.
- To be involved in the wider curriculum provision of school, Afterschool clubs, visits, discos, fair, charitable fund raising events
- To follow appropriate safeguarding procedures including Whistleblowing policy.
- To engage actively in own and when appropriate colleagues performance management procedures.
- To plan, organise, direct and monitor teaching assistant within your class.

SUPPORT FOR THE SCHOOL

- To adhere to the schools values , vision and mission statement .
- Support the School's Christian ethos.
- To work with the Local Governing Body when required.
- To lead by example
- To contribute to actions that ensure the schools development targets are achieved.
- To ensure school environment is maintained to the highest standards in order to meet school curriculum needs and safety standards.
- To be familiar with the school handbook which captures all the schools policy, management, organisational and administrative procedures.
- To review and update appropriate policies when required to support an up to date and accurate school handbook
- To actively keep abreast of current educational thinking and developments to sustain your own skill and knowledge in order to keep professional practice relevant and up to date.
- To follow the school's policies, schemes of work and procedures as laid out in the staff handbook to raise standards for all pupils.
- To fully participate in EYFS/KS1/2 team activities.
- To implement equal opportunities in all aspects of school life.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by

the Local Authority and the school's safeguarding policy including whistle blowing . Reporting all concerns to the appropriate person.

THRESHOLD GRADE :

N/A

LIMITS OF AUTHORITY

PEOPLE: No authority to appoint, discipline or dismiss employees.

FINANCAIL: No authority to spend or commit the school to spend.

OPERATIONAL: No authority to alter agreed operating procedures and policies.

SECURITY: Authority to approach any individual on the premises to identify the nature of their visit.

SECURITY

All Huyton with Roby business is to be treated in the strictest of confidence and not to be disclosed to persons outside of the school. .

You are responsible for ensuring a good standard of house- keeping including, PC's, cameras, ipads and IT equipment are secure when classrooms, hall and office space are not occupied .

You have a responsibility to challenge or ascertain reasons for the presence of unauthorised persons on the premises.

I have read and understood the above job description:

Signed..... Name:.....

Date:..... Manager:.....