**Job Description**

**Post:** Class teacher commencing September 1\textsuperscript{st} 2020

**Pay Range:** Main Scale

**Job Purpose:** To carry out the professional duties of a teacher as required by the school in agreement with the most recent version of the School Teachers’ Pay and Conditions Document and in accordance with the school’s policies under the direction of the Head teacher.

**Line Management:** The post holder is responsible to the Head Teacher for his/her teaching duties and responsibilities, for teaching tasks and (if relevant) for the supervision of the work of a teaching assistant.

**Working Time:** 1 FTE as specified within the School Teachers’ Pay and Conditions Document.

**DBS Disclosure Level:** Enhanced.

Safeguarding and promoting the welfare of children is everyone’s responsibility at Cam Everlands Primary School. As a member of staff you are particularly important as you are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. All staff have a responsibility to provide a safe environment in which children can learn.

### Areas of Responsibility and Key Tasks

**Teaching and Class Management Planning**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Produce coherent lesson which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners
- Employ a range of suitable teaching and learning strategies and styles to ensure effective learning
• Present appropriately demanding subject content, skill and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment
• Develop, maintain and use resources appropriate to chosen learning objectives
• Ensure the efficient deployment of teaching assistant support in the classroom
• Analyse and evaluate children’s learning to inform future planning and teaching and learning activities
• Create and maintain an orderly, safe, stimulating and informative learning environment
• Maintain good practice and implement changes in accordance with developments in educational theory and practice
• Set pupil targets, assess progress and maintain records in accordance with school policy
• Identifying children with additional or different needs such as those who are disadvantaged, SEN or EAL

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<th>Pastoral Care</th>
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<td>• Develop positive relationships with all children based on their achievements and promote their general progress and well-being and participation in all aspects of school life</td>
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<td>• Maintain a positive approach to child management, supporting the school’s policies relating to attendance, punctuality and behaviour</td>
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<td>• Alert Headteacher of any more complex problems experienced by pupils as appropriate, including making recommendations as to how they may be resolved and making records and reports on any personal and social needs</td>
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<td>• Communicating and co-operating with persons or bodies outside the school and participating in meetings arranged for any of the purposes described above</td>
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<td>• Follow the system of rewards and sanctions as set out in the behaviour policy, which is understood and appreciated by pupils and parents</td>
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<th>Curriculum Planning and Provision</th>
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<td>• Help develop and maintain a curriculum in line with the National Curriculum and school policy to meet the needs of individual children within your class</td>
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<td>• Work with other members of staff to ensure that the extremes of the ability range are catered for within the curriculum</td>
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<td>• Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested</td>
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<td>• Under the direction and guidance of the Headteacher, actively contribute to and support the development of one or more specified curriculum aspect(s) and/or area(s) of pupil and/or staff development</td>
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<td>• Actively participate in meetings at the school which relate to the curriculum for the school administration or organisation of the school, including pastoral arrangements</td>
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• Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and ensure available resources are used effectively to support the curriculum

**Parental Involvement and Partnership Working**

• Report appropriately to parents on the needs and progress of their children

• Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns

• Support the work of the School Association (PTA)

• Be committed to building school links with the local community, local schools, the LEA and other external agencies

**Performance Management and Partnership Working**

• Engage actively with the annual performance management review process, in accordance with the school's policy

• Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities

• Ensure colleagues receive information and feedback on professional development activities undertaken

**Additional Duties**

• This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

• Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions. (a teacher is not required to routinely undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher’s professional skills and judgment.)

• Fully respect issues and matters of a confidential nature within the school with high levels of professionalism.

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.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

*This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed regularly.*