

KS2 CLASS TEACHER: Cockfield CEVC Primary School

Title: Class Teacher Responsible to Head Teacher

**JOB PURPOSE:**

Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.

Be responsible and accountable for achieving the highest possible standards in work and conduct.

Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.

Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.

Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2017).

Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

**Responsibilities:** Teachers shall perform in accordance with any direction reasonably given from time to time by the authority of the Head Teacher, such particular duties as may reasonably be assigned.

**Additional Requirements: Teaching**

- Plan and prepare lessons and items for staff meetings.
- Teaching pupils assigned to your class according to their educational needs, including the setting and marking of work to be carried out at school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- To work within the Code of Practice for Special Educational Needs and Disability 2015. Differentiate the curriculum to ensure that it is accessible for all children.

**Subject Leader Responsibilities**

- To monitor the quality of teaching and learning and pupil progress of the subject that you lead. Share information with the Head teacher and the Governing Body.
- To provide each year a subject action plan and review each term. Share with the Head teacher.
- To establish and maintain policy, procedures and programmes of study for specific Curriculum area.

**Other Activities**

- Promoting the general progress and wellbeing of pupils and classes assigned to you.
- Providing guidance and advice on educational and social matters.
- Making relevant records and reports.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with people or bodies outside the school.

- Participating in meetings arranged for any of the purposes described above. Assessments and reports
- Providing and contributing to oral and written assessments, reports and references relating
- Providing playground cover and supervising children at playtimes.

### **Performance Management and Professional Development**

- Participating in Performance Management Review, induction, further training and development.
- Reviewing, from time to time your methods of teaching and programmes of work.
- Participating in further training and professional development as a teacher, including development towards objectives, identified in Performance Management.
- Participate, where appropriate, in induction arrangements.

### **Educational Methods**

- Advising and co-operating with colleagues on the preparation and development of study programmes, teaching materials, methods and assessment and pastoral arrangements.

### **Discipline, Health and Safety**

- Maintaining good order and discipline among pupils by implementing positive behaviour management.
- Advising and co-operating with colleagues on the preparation and development of study programmes, teaching materials, methods and assessment and pastoral arrangements.
- Promoting the Health and Safety of pupils.

### **Staff Meetings**

- Participate in meetings relating to the curriculum and organisation of the school.

### **External Assessment**

- Preparing pupils for external assessments, assessing them for such assessments and recording and reporting these.

### **Management**

- Co-ordinating and managing the work of other staff, e.g. support staff.

### **Administration**

- Participating in administration and organisational tasks relating to the duties above.
- Attending/leading assemblies, registering pupils and supervising them before, during and after school sessions.

This job description may be reviewed at the reasonable discretion of the Head teacher in the light of those changing requirements and in consultation with the post-holders.

In any event, the Head teacher reserves the right to review and amend the job description.

Signed: (Head teacher) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Post-holder) \_\_\_\_\_ Date: \_\_\_\_\_