



Grange Primary School



Class Teacher Job Description

Post Title	Main Scale Teacher, assisting in the co-ordination of
Responsible to	Headteacher
Overall Purpose	<p>To meet the requirements of:</p> <ul style="list-style-type: none">• A teacher as set out in the School Teachers Pay and Conditions Document (available for reference from the headteacher)• The Professional Standards for Teachers (available for reference from the headteacher)
General Professional Duties	<ul style="list-style-type: none">• To plan and deliver an appropriate, broad, balanced, relevant, differentiated and challenging curriculum to all pupils appropriate to their needs• To assess, record and report on all aspects of pupils' progress and development• Contribute to raising standards of pupil attainment• To provide or contribute to oral and written assessments relating to individual pupils or groups of pupils, internally, with parents and outside agencies• To ensure high standards of behaviour so effective learning can take place, and good relationships can be formed within the school community• To contribute to whole school planning activities
General Professional Responsibilities	<ul style="list-style-type: none">• To play a full part in the life of the school community and support its ethos, values and aims• To contribute to, follow and actively promote the agreed policies of the school• To have high expectations and lead by example• To contribute to the evaluation and monitoring of the school curriculum and to assist in the process of development and change to ensure the continuing relevance of policies and procedures to the needs of the pupils• To assist in co-ordinating a subject/curriculum area• To work as a member of a team and to contribute positively to effective working relations within the school• To have and share with colleagues a good, up to date working knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise the learning experience to provide opportunities for all learners to achieve their potential.• To comply with the schools Health and Safety policy and undertake risk assessments as appropriate• To engage actively in Performance Management and Professional Development to ensure professional skills are developed and kept up to date• To share and support the school's responsibility to provide and monitor opportunities for academic and personal growth
Main Duties in assisting in the coordination of a subject/ aspect	<ul style="list-style-type: none">• To have a clear vision and purpose for the subject/ aspect• To develop subject knowledge and expertise keeping up to date with national developments, teaching practice and methodology to support staff and pupils in achieving high standards• To support colleagues in ensuring effective curriculum coverage, continuity, progression and challenge• To regularly monitor and evaluate subject delivery through (e.g. work scrutiny, planning audits, resource audits, pupil views and data analysis) and produce reports and a development plan• To arrange for the purchase of appropriate resources to enable colleagues to teach the subject effectively within the constraints imposed by the subject budget allocation• To ensure resources are well organised, well maintained and accessible to colleagues• To offer guidance and support to staff in developing the subject and to the leadership team in leading, managing and developing the subject
<p>The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers' terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Teachers will be expected to comply with any reasonable request from their line manager to undertake work related to teaching and learning that is not specified within this job description and which is commensurate with the level of the post. Any major changes will involve discussion and consultation with you.</p>	
Signed (Postholder)_____ Date:_____	
Signed (Headteacher)_____ Date:_____	