Edmondsley Primary School

Teacher Job Description

Year 3/4 Class Teacher Morning Sessions. PPA and Leadership cover in afternoon sessions Y2 – Y6. Grade: M2 – M4

**Name:**

**Post Title:** Classroom Teacher

**Salary Grade:** M2 – M4

**Responsible to:** Headteacher and School Governing Body

**Main Purpose of the Post and Commitment:**

In addition to the professional responsibilities which are common to all teachers in the school, the postholder’s key accountability will be for coordinating a national curriculum subject.

**The Main Duties of the Post:** (Teaching)

1. This job description is to be performed in accordance with the attached provisions of the ‘School Teachers’ Pay and Conditions Document 2013 and within the range of teachers’ duties set out in that document.
2. The post requires you to teach either a class ofpupils full time and/or other groups as arranged and agreed, having due regard for the requirements of the National Curriculum, the school’s aims, objectives and schemes of work and any policies of the Governing Body. You will work in close co-operation with colleagues, planning and co-ordinating classroom work and sharing in the corporate responsibility and well being of all pupils.
3. Within this it is essential that the teacher is instrumental in making an impact on the educational progress of pupils in order to raise standards.

**PRINCIPAL ACCOUNTABILITIES**

1. To plan work for the class in accordance with national, LEA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant, stimulating and differentiated curriculum.
2. To ensure a close match between the learning experience offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve the maximum of his/her capability.
3. To make appropriate educational provision for children with SEN and those More Able and Talented, with support from the SENCO and Co-ordinators.
4. To set clear targets, based on prior learning for pupil attainment.
5. Where possible to make sure that the majority of the children’s work is closely linked to first hand practical experience.
6. To provide children with opportunities to manage their own learning and become independent learners.
7. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline.
8. To foster each child’s self-image and esteem and establish relationships which are based on mutual respect.
9. To maintain a high standard of display both in the classroom and in other areas of the school.
10. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
11. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
12. To access children’s progress, maintain records and provide written reports to parents and carers in accordance with school policies.
13. To communicate and consult with parents and carers and with the outside agencies, as necessary, about children’s progress and attainment.
14. To ensure that the school’s aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
15. To liaise with support staff from school from the LEA and from other external bodies as required.
16. To take responsibility for the management of other adults in the classroom.
17. To take up the opportunity for continuous professional development through self-directed reading, course and in-service training.
18. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

**Subject Coordinator: *(****Unspecified and dependent on candidates skills and expertise.)*

In consultation with the Headteacher and colleagues:

1. To advise the Headteacher and colleagues on the implementation of the National Curriculum requirements for *a subject.*
2. To seek to ensure the effective use of the school’s equipment resources and facilities for the teaching of *a subject.*
3. To teach pupils within the school and carry out such other associated duties as are reasonably assigned by the Headteacher.
4. Key Tasks
   1. To monitor the implementation of the National Curriculum requirements for *a subject* and to promote high standards of teaching within the subject.
   2. To provide support to colleagues in the teaching of *a subject*. To co-ordinate, plan and lead in service training relevant to this and to participate in meetings designed to integrate the work of the subject co-ordinator into the management of the school as a whole.
   3. To co-ordinate the requisition, storage, maintenance and deployment of resources and equipment needed for the teaching of *a subject* in accordance with school policy.
   4. To assist the Headteacher in the preparation of reports relating to the teaching of *a subject* if these are requested.
   5. To contribute examples of *a subject* to displays and maintain a portfolio of work, which reflects the standards of attainment in the school.
   6. To draw up/review, in consultation with colleagues and the Headteacher, the Policy and Guidelines for *a subject s* within the school.
   7. To contribute to relevant sections of the School Improvement Plan and School Self Evaluation.

This job description will be reviewed as part of the performance management cycle. In addition, it may be amended at any time after consultation.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_