** Blackhall Primary School**

**Job Description – Reception Class Teacher**

**Post Title:** Class Teacher

**Grade:** MPS

**Responsible to**: Headteacher or Deputy Headteacher

**Job Purpose:**

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils
* To support a designated curriculum area as appropriate
* To monitor and support the overall progress and development of pupils
* To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential
* To contribute to raising standards of pupil attainment and achievement
* To share and support the school’s responsibility to provide and monitor opportunities for personal growth and enjoyment
* To support the ethos, aims and vision of the school
* To carry out duties as assigned by the Headteacher

**Line Management:**

* The Class Teacher will be responsible to the Headteacher or Deputy Head Teacher in all matters.
* The Class Teacher will be responsible to the relevant member of the Leadership Team in respect of curriculum and pastoral matters.

**Duties and Responsibilities Specific to the Post:**

* Implement agreed school policies and guidelines
* Support initiatives agreed by the Headteacher and staff
* Contribute to the school’s development plan and its implementation
* Plan and prepare lessons to meet the needs of all pupils based on the National Curriculum
* Provide a stimulating classroom environment
* Report to parents on the development, progress and attainment of pupils
* Communicate and co-operate with outside agencies
* Organise and direct the work of support staff within the classroom
* Participate in the performance management system for the appraisal of their own performance
* Contribute to whole school activities

**Curriculum Coordinator Responsibilities (To be agreed if appropriate):**

* Develop own expertise in the agreed subject area
* To keep abreast of the agreed subject area through research, continuous professional development etc.
* To produce written policies and guidance and communicate with staff
* To oversee the effective use of curriculum resources in the agreed subject area
* Ensure ‘best value’ in the procurement of resources in the agreed subject area
* Ensure legal compliance with statutory curriculum guidance
* Coach colleagues to ensure good practice
* Monitor and assist in the evaluation of the subject area
* Network and liaise with colleagues in other schools

You are required to carry out the professional duties of a teacher as set out in the most recent Schoolteachers' Pay and Conditions Document.

**All teachers have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.**

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.