



Buckland Newton CE Primary School

Post: Class Teacher

The postholder is responsible to the Headteacher for their teaching duties and responsibilities. They will interact on a professional level with colleagues and seek to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school.

Purpose:

To undertake the teaching of general subjects to classes, pastoral duties and administrative duties in respect of pupils in this class as well as responsibilities in the school as detailed below.

To be responsible for safeguarding and promoting the welfare of the children, in accordance with the Schools Safeguarding policy and procedures.

Professional Duties:

The full range of professional duties that may be required of a teacher are set out in the current School Teacher Pay and Conditions Document (STPC).

Main Duties and Responsibilities:

- To teach general subjects and to participate in the development of schemes of work, materials and syllabuses.
- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning, including the planning and development of displays.
- To plan and prepare lessons in order to ensure breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, ensuring their health and safety.
- To organise and manage groups or individual pupils, ensuring differentiation of learning needs, reflecting all abilities.
- Make appropriate provision for children with SEND and work with appropriate colleagues, e.g. SENDco, to devise IEP's etc. in accordance with the latest code of practice.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress according to the schools policies
- To prepare appropriate records for the transfer of pupils.
- The setting and marking of homework for pupils where appropriate.
- Play a part in collective worship and other whole school events.
- To ensure effective use of support staff within the classroom, including parent helpers.

- To participate in staff meetings as required.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate, e.g. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.
- To support the Headteacher in promoting the Christian ethos of the school.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Make a positive contribution to the wider community.

To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review after consultation with the post holder.