



Job Description

Job Title: KS1 Class Teacher (maternity cover).

Pay Scale: Main Scale (1-6)

Role: To teach primary aged children to a high standard. You are required to carry out the duties of a school teacher in the School Teachers' Pay and Conditions Document.

Responsible to: Executive Headteacher, Head of School and Governing Board.

You are required to undertake the following responsibilities:

- Plan and prepare effective and stimulating lessons;
- Teach to the needs of the pupils in your care including the marking of work carried out in school and elsewhere;
- Assess, record and report on the development, progress and attainment of pupils;
- Demonstrate good classroom practice in the following areas:
 - a) Classroom organisation
 - b) Standards of achievements
 - c) Pupil motivation and behaviour
 - d) Presentation of work
 - e) Care and organisation of all resources
 - f) Displays and general learning environment
- Liaise with colleagues as appropriate in areas of curriculum planning;
- Use PPA time effectively to plan effective lessons which have clear aims and learning outcomes. This time should also be used to assess pupils and write reports.
 - Have the highest expectations of all pupils both academic and social abilities and set targets that are realistic, measurable and build on prior knowledge
 - Set homework when required to extend and consolidate learning

LEADERSHIP

- To be responsible for an agreed curriculum area throughout the school;
- To champion this area of the curriculum;
- To be responsible for the resources for this area;
- To keep staff informed about this area;
- To be aware of new initiatives and share these with staff;
- To lead staff meetings where required;
- To monitor and assess this area of the curriculum;

OTHER ACTIVITIES

- Encourage all pupils to be part of the whole school community;
- Promote the general progress and well-being of all pupils;
- Provide guidance and advice for pupils educational and social matters;
- Record and report on the social needs of pupils;
- Liaise well with parents;
- Communicate with outside agencies where appropriate;
- Take full part in school assemblies as required including leading them;

ASSESSMENT AND REPORTS

- Be responsible for the assessment, recording and reporting of all pupils in your charge;
- Prepare and present accurate reports for parents;
- Use data effectively to analyse, monitor and evaluate pupils progress;
- Write informative annual reports for parents/carers;
- Conduct professional parent consultations both formally and informally;
- Assess the needs of all pupils including those with SEND who may require additional support;

PERFORMANCE MANAGEMENT

- Participate on the appraisal cycle in accordance with the school’s requirements.

CPD

- Take responsibility for your own CPD, keeping up to date with current research and development;
- Undertake any CPD identified through the school improvement plan;
- Implement new procedures following training or new Government initiatives.

DISCIPLINE AND HEALTH AND SAFETY

- To conduct yourself in a professional manner at all times in way that promotes the high expectations of the school;
- Dress professionally according the expectations of the school;
- Carefully consider and the plan for the health and safety requirements of pupils and staff at all times;

WORKING TIME

- Be available to work for 195 days per year and directed by the Head Teacher to carry out additional duties on occasions within this directed time;
- The school year is a period of 12 months usually starting on 1st September.

This job description may be changed and reviewed at the end of the academic year or earlier if necessary. In addition, the Executive Head Teacher and post holder may review or amend this together.

Signed (Teacher)

Date:

Signed (Executive Head Teacher)

Date: