



## **LOUDWATER COMBINED SCHOOL**

### **Job Description**

<b>POSITION:</b>	Class Teacher
<b>REPORT TO:</b>	Leadership Team & Governing Body

This job description may be amended at any appropriate time, following consultation between the Headteacher and the post holder and will be reviewed annually.

#### **Key purpose of the role**

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA and school policies.

#### **Main activities**

- To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
- To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

#### **Knowledge and understanding**

- Have an in depth knowledge of the National Curriculum, the Agreed Syllabus for RE as well as relevant supporting documents.
- Understand how a pupil's learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.
- Make effective and efficient use of ICT for classroom and management support.
- Be familiar and keep up to date with the school's systems and structures as outlined in policy documents including Health and Safety and Safeguarding Policies and documentation.
- Have a good knowledge of the SEN Code of Practice and school policies.
- Understand how the school promotes the social, moral, cultural and spiritual aspects of development and the importance of school value and British values.

#### **Communication and engagement with children and their families**

- Establish constructive relationships with parents/carers, exchange information, facilitate their support for their child's attendance, access and learning and support home to school links.
- Provide advice and guidance as required and appropriate.
- Develop and use effective communication systems appropriate to the audience.
- Provide support and encouragement to children and young people.

#### **Teaching, Learning and Class Management**

- To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and key stage leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
  - To provide high quality, inspirational learning opportunities in order to develop and maintain a teaching and learning environment of the highest standard.
  - To ensure a close match between the learning experiences offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
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- Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.
- To provide children with opportunities to manage their own learning and become independent learners.
- To create a secure, happy and stimulating classroom environment including outdoor learning areas, maintaining the highest standards of organisation, and discipline.
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
- Provide high quality displays both in the classroom and in other areas of the school.
- 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.
- To monitor and assess pupils' learning, using these assessments to inform planning and set targets that promote continuity and progression.
- To track pupil progress in order to be proactive in identifying children whose progress falls below expected standards and to communicate and account for this to senior leaders.
- 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.
- To take responsibility for the management of other adults in the classroom and ensure that appropriate tasks have been planned for their groups.

### **Safeguarding and promoting the welfare of the child**

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security.
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
- Have an awareness and basic knowledge where appropriate of the most recent legislation.

### **Multi agency working**

- Play an appropriate part in establishing constructive relationships and communicate with other agencies/professionals, in consultation with the SENDCo, to support achievement and progress of pupils, when appropriate.
- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and families.

### **Sharing information**

- To make appropriate educational provision for children with SEN and those learning EAL, with support from the SENDCo.
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work
- To maintain records and provide written reports to parents and carers in accordance with school policies.
- To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
- To liaise with support staff both school based, from the Local Authority, Learning Trust & from other external bodies as required.

### **Other Professional Requirements**

- To participate in the School's Appraisal process, this includes an annual audit of performance against the Teachers' Standards 2011.
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- To pursue opportunities for continuous professional development through self-directed reading, courses and in-service training.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
- To take responsibility for a curriculum subject area as agreed with the head teacher as detailed below:
  - Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum and any other new initiatives from the Department for Education.
  - In conjunction with the head teacher or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area
  - Review the policy and adapt it as appropriate
  - Develop a scheme of work for the subject suitable to the needs of a primary school catering for 4 – 11 year olds
  - Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility.
  - To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the head teacher
  - Offer support and advice to colleagues.
  - Monitor standards in the agreed subject by observing lessons, scrutinising planning and children's work and monitoring teachers' assessments.

### **Key organisational objectives**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equalities policies
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils, including ensuring that all safeguarding policies and procedures are adhered to.

### **Conditions of service**

These are governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

### **Special conditions of service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with the need to obtain an enhanced DBS check; all offers of employment are subject to the satisfactory outcome of such a check.

### **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equalities policy and objectives.

Date of issue: .....

Signature of Post holder .....

Signature of Headteacher .....

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