



## JOB DESCRIPTION

**SCHOOL:** Richmond Hill Primary School

**JOB TITLE:** Class Teacher

**GRADE:** Main Scale

**STAFF RESPONSIBLE FOR:** Responsible for the day to day work of any Teaching Assistant working with pupils in their Key stage 2 class

**RESPONSIBLE TO:** Headteacher

*This job description outlines the main duties and level of responsibility of the post for the present time. It is not a comprehensive or exhaustive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.*

*The basic list of duties which can be required of all teachers are contained within the latest edition of the School Teachers Pay and Conditions Document at any particular time. Job descriptions will be reviewed as part of the Performance Management process, in consultation with the post holder, at least annually or whenever there may be significant change to the role of the post holder.*

### **MAIN PURPOSE OF THE POST:**

- Take overall responsibility for the teaching of Year 3 pupils assigned to him/her.
- Be familiar with the core and foundation subjects of the National Curriculum and to plan and deliver the programmes of study effectively, according to the Long Term Curriculum Plan of the school.
- Consistently demonstrate good classroom practice.

### **SPECIFIC JOB CONTENT: Class Teacher**

- Teach the pupils recognising the varying ability levels within the class and to deliver an appropriately differentiated curriculum.
- Assess each child's attainment and progress in all core and foundation subjects.
- Keep and maintain adequate records of each child's progress using the school's Tracking System in order to inform the Headteacher, Assessment Co-ordinator, other staff and parents.
- Report regularly to parents on children's progress both formally and informally and promote good relationships through consultation with parents.
- Promote inclusive practice and culture within the classroom and across the school.
- Plan and deliver work appropriately for children with Special Educational Needs, any Statemented child within the group and Gifted and Talented pupils.

- Liaise and co-operate with outside support services e.g. speech therapist, teacher for the hearing impaired, psychologist etc. as necessary to support a child with Special Educational Needs.
- Develop an Individual Education Plan for children with SEND in accordance with the SEN Code of Practice and the SEND Policy of the school, liaising with the SENCO, parents and pupils as necessary.
- Establish a positive ethos, maintaining a stimulating and attractive learning environment within the classroom.
- Engender through planning, organisation and classroom practice pupils' independent learning.
- Be familiar with and implement statutory reporting requirements.
- Promote the general progress and well-being of all pupils, having due regard for the health and safety of the pupils in his/her care.
- Provide guidance and advice to pupils on educational and social matters (as appropriate to their age and understanding), making relevant records and reports.
- Apply knowledge of ICT across the curriculum and own personal learning.
- Maintain a purposeful, stimulating and engaging learning environment for pupils.

#### **SPECIFIC JOB CONTENT: The School as a Whole**

- Work co-operatively and collaboratively with other members of staff to maintain the ethos of the school.
- Maintain good order and discipline among pupils and safeguard their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
- Undertake such tasks as may be reasonably required by the Headteacher or School Governors. Provide information, advice and support to the Governing Body and other audiences, as appropriate.
- Encourage parental involvement in the life of the school and to make appropriate use of the skills of parents, governors and the wider community in the classroom.
- Attend school assemblies when required and be responsible for delivering assemblies according to the Assembly Rota.
- Organise contributions by the Reception class for presentations linked to festivals and celebrations e.g. Harvest, Christmas, etc. as required.
- Share responsibility for the Every Child Matters Agenda alongside the other staff at the school.

#### **PERFORMANCE MANAGEMENT**

- Participate in arrangements made in accordance with the regulations under section 131 of the Act for the appraisal of her/his performance and that of other staff, in accordance with the Performance Management Policy of the school.

#### **REVIEW, INDUCTION, FURTHER TRAINING AND DEVELOPMENT**

- Review from time to time methods of teaching and programmes of work.
- Participate in arrangements for further training and professional development as a teacher, including undertaking training and professional development which aims to meet needs identified in performance management objectives and statements.

- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for her/his supervision and training.

### **STAFF MEETINGS**

- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

### **MANAGEMENT**

- Co-ordinate and manage the work of any Teaching Assistant assigned to Early Years
- Take such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Implement, support and monitor school policies as agreed by the Governing Body and the School Development Plan.
- Contribute to the School Self Evaluation process.
- Implement agreed action plans and monitor targets within the School Development Plan.

### **ADMINISTRATION**

- Participate in administrative and organisational tasks related to such duties as described above.
- Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after the school day.

### **ADDITIONAL RESPONSIBILITIES**

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**SIGNED:**

**DATE:**

**REVIEW DATE:**