

# Broad Oak Community Primary School



## JOB DESCRIPTION

### 1. INTRODUCTION

- 1.1 NAME OF POSTHOLDER:
- 1.2 JOB TITLE: Class Teacher
- 1.3 JOB PURPOSE: Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.
- 1.4 Line Management: Follow the line management procedures of the school.
- 1.5 Liaising With: Headteacher, senior leadership team, teachers, support staff, parents, LA representatives, external agencies.
- 1.6 Salary Scale: MPR/UPR
- 1.7 Working Time: Full time as specified within the School Teachers' Pay and Conditions Document
- 1.8 CRB Disclosure Level: Enhanced

### 2. SCHOOL ETHOS

- 2.1 Work with the Headteacher and colleagues in creating, inspiring and embodying the ethos, vision and aims of the school and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.
- 2.2 Attend, take part in and lead assemblies in accordance with school policy.
- 2.3 Provide Religious Education in accordance with the agreed syllabus.
- 2.4 Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety and well being.
- 2.5 Promote the ethos of the school and celebrate its success at every opportunity.

### 3. CURRICULUM PLANNING AND PROVISION

- 3.1 Help develop and maintain a curriculum in line with the National Curriculum and school policy to meet the needs of individual children within your class.
- 3.2 Work with other members of staff to ensure that all children's needs are catered for within the curriculum.
- 3.3 Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- 3.4 Under the direction and guidance of the Leadership Team, actively contribute to and support the development of one or more specified curriculum aspect(s) and/or area(s) of child and/or staff development.
- 3.5 Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and ensure available resources are used effectively to support the curriculum.

### 4. TEACHING AND LEARNING

- 4.1 Produce coherent lesson plans that ensure continuity and progression, take account of the individual needs of children and encourage the development of independent learners.
- 4.2 Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- 4.3 Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of children and raising levels of attainment.
- 4.4 Develop, maintain and use resources appropriate to chosen learning objectives.
- 4.5 Ensure the effective deployment of learning assistant support in the classroom.
- 4.6 Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
- 4.7 Create and maintain an orderly, safe, stimulating and informative classroom environment.
- 4.8 Maintain good practice and implement changes in accordance with developments in educational theory and practice.
- 4.9 Set children's targets, assess progress and maintain records in accordance with school policy.

## 5. PASTORAL CARE

- 5.1 Promote and safeguard the welfare of children.
- 5.2 Develop positive relationships with all children based on their achievements and promote their general progress and well-being and participation in all aspects of school life.
- 5.3 Maintain a positive approach, supporting the school's policies relating to attendance, punctuality and behaviour.
- 5.4 Alert line manager or leadership of any more complex problems experienced by children as appropriate, making recommendations as to how they may be resolved.
- 5.5 Ensure the school behaviour policy is implemented following appropriate consultation with children, parents, governors and staff.
- 5.6 Maintain the system of rewards and sanctions as outlined in the school's behaviour policy.

## 6. PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING

- 6.1 Report appropriately to parents on the needs and progress of their children.
- 6.2 Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.
- 6.3 Ensure that parents of children with specific needs are kept informed of the provision for their child's particular needs.
- 6.4 Uphold the school's well-established links with parents, the local community and cluster of schools, the LA, Diocese and other external agencies.

## 7. PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT

- 7.1 Engage actively with the annual appraisal process, in accordance with the school's policy.
- 7.2 Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- 7.3 Ensure colleagues receive information and feedback on professional development activities undertaken.