

Kirkham St. Michael's CE Primary School

Job Title:	Class teacher
Salary Scale:	Main pay spine
To whom responsible:	Headteacher
Staff for whom responsible:	None

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act, the required standards for Qualified Teacher status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

Key purpose:

- To work collaboratively with the Headteacher, senior management and staff to ensure that the stated philosophy and ethos of the school is realised throughout the work, functions and other activities of the school; to ensure that each child receives his or her educational entitlement; within our Church School.
- To participate and share in the corporate responsibility for the well-being and discipline of all the pupils in the school in line with the Mission Statement, the school's aims and objectives, schemes of work, and policies laid down by the Governing Body.

Class Teacher responsibilities:

- Carry out professional duties for the core supervision of pupils as outlined in the Teaching Standards / Teachers Pay and Conditions document; and have due regard to the requirements of the National Curriculum
- Follow directed times, as required
- Carry out duties and policies agreed at staff meetings
- Take responsibility for developing a stimulating and challenging learning environment
- Support the Headteacher in developing links with parents / guardians across the whole school
- Be responsible for the personal and social welfare of all the children in the school
- Ensure classrooms and other areas are kept tidy, orderly and displays are of a high standard

Teaching and learning:

- Ensure the effective teaching of the class, ensuring that planning, preparation, assessment and reporting meet the children's varying learning and social needs
- Plan and prepare for your class, produce appropriate resources and keep agreed records
- Be responsible for the teaching of the class, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline

- Support the headteacher in creating and promoting positive strategies for developing equal opportunities, good race relationships and dealing with racial harassment, and bullying (in all its forms)
- To be responsible as a subject leader for the development of a relevant area of the curriculum throughout the school

Assessment:

- To be responsible for maintaining class assessment and record-keeping, and recording of results (as part of whole school data and tracking)
- Monitor pupils' progress, achievement and outcomes
- Attend assessment updates and provide key information for staff
- Ensure that the overall trend of improvement is monitored carefully, strategies are put in place as required and overall, outcomes are improved

General:

- Take responsibility for promoting and safeguarding the welfare of all children
- Create and maintain positive and supportive relationships with staff, parents, governors, church members, teacher / parent groups, and the community
- Engage with appropriate training opportunities to promote professional effectiveness in this role
- Develop and maintain highly effective inclusion procedures which promote high standards of behaviour and good levels of attendance
- Take on any additional responsibilities commensurate with the post, which might from time to time be determined

Professional Development:

- Engage with appropriate training to promote professional effectiveness
- Carry out other duties which may be delegated by the Headteacher

Entitlement:

- The headteacher and governing body are fully committed to ensuring the professional effectiveness of the teacher in this role, through support for the provision of professional development opportunities