



# Bolton By Bowland Church of England Primary School

## JOB DESCRIPTION

Job description for the post of: Class Teacher					
Directorate: Children and Young People			Location:	Education	
Establishment or team:		Bolton By Bowland C of E Primary School		Post number:	
Grade:	MPS	Line manager:	Headteacher	Car user:	n/a
<p><b>Core Values and Job Purpose</b></p> <p><b>We believe:</b> We can make a positive difference to the lives of children and young people.</p> <p><b>We value</b></p> <ul style="list-style-type: none"> <li>• The role of parents, carers and all who have a parenting responsibility.</li> <li>• What children, young people and their families want to tell us.</li> <li>• The power of people working together to achieve common aims.</li> <li>• Good public service.</li> <li>• The richness of our diverse communities and cultural heritage.</li> <li>• The essential contribution education and learning make in improving lives of children and young people.</li> <li>• The creative contribution made by children and young people to their communities.</li> </ul> <p>And the purpose of this job is to: Carry out the professional duties of a teacher, under the reasonable direction of the Headteacher</p>					
<p><b><u>CORE TASKS:</u></b></p> <ul style="list-style-type: none"> <li>• To follow the Professional Standards for Teachers in accordance with pay level.</li> <li>• To adhere to the School Teachers' Pay and Conditions document and guidance on School Teachers' Pay and Conditions.</li> <li>• To work consistently within school agreed policies and procedures.</li> <li>• To organise the classroom to maximise the input of Teaching Assistants</li> </ul> <p><b><u>Teaching:</u></b></p> <ul style="list-style-type: none"> <li>• Having regard to the curriculum for the school and to promote the development of abilities and aptitudes of the pupils in any class or group assigned.</li> <li>• To plan, prepare course/themes and lessons.</li> <li>• To teach, according to their educational needs, the pupils assigned, including the setting and marking of work to be carried out by the pupil in school and elsewhere.</li> <li>• To assess, record and report on the development, progress and attainment of pupils.</li> <li>• To take a teamwork approach both whole school, within teams and with parents to plan and implement activities for children.</li> </ul>					

**Other Activities:**

- To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned.
- To provide guidance and advice to pupils on educational and social matters.
- To make records of and report on the personal and social needs of pupils.
- To communicate and consult with the parents of pupils.
- To communicate and cooperate with persons or bodies outside the school.
- To participate in meetings arranged for any purposes described above.
- To attend assemblies and assist in managing behaviour of pupils in assemblies.
- To organise and develop the skills of pupils through ex curricular clubs.

**Assessments and Reports:**

- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

**Performance Management:**

- To participate in arrangements made in accordance with the 2002 Regulations or the 2006/09 Regulations for the appraisal or review of performance and that of other teachers.

**Review, Induction and Further Training:**

- To review, from time to time, methods of teaching and programmes of work.
- To participate in arrangements for further training and professional development.

**Educational Methods:**

- To advise and cooperate with the headteacher and other teachers (or any one or more of them) on the preparation and development of course/themes of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

**Discipline, Health and Safety**

- To maintain good order and discipline among the pupils and safeguard their health and safety, both when they are authorised to be on the premises and when they are engaged in authorised school activities elsewhere.

**Staff Meetings:**

- To participate in meetings at the school and INSET which relate to the curriculum for the school, administration, organisation of the school and pastoral arrangements such as Fairs, open days and after school events.

**Cover:**

- Supervising and so far as practicable teaching any pupils where the person timetabled to take the class is not available to do so.
- To cover only rarely, and only circumstances that are not foreseeable (unless employed wholly or mainly for the purpose of providing such cover).

**Assessments and tests:**

- To participate in arrangements for preparing pupils for tests and assessments where appropriate.

**Administration:**

- To participate in admin and organisational tasks related to such duties as described above by the direction and supervision of persons providing support for the teachers in the school. However, teachers are not routinely asked to undertake tasks of a clerical or admin nature which do not call for the exercise of their professional duties.

**Coordination Role:**

- To offer support and guidance to colleagues by sharing expertise and experience
- To help develop the curriculum to ensure consistency and continuity
- To write a coordinator action plan annually for the subject or area of learning

- To write and review the policy, when necessary, for the subject or area of learning
- To contribute to the development of new curriculum initiatives.
- To manage a budget, in liaison with the headteacher, for the subject or area of learning.
- To review current practice and resourcing for the subject throughout the school
- To analyse the impact of resources on learning
- To prepare reports on standards throughout the school and to governors.
- To assist the SLT in the monitoring and evaluation of plans, pupil progress, displays and children's work for the subject or area of learning.
- To adjust to new situations and to undertake the responsibilities of an amended or changed role as would be beneficial to meet those needs.
- To have the opportunity to undertake the necessary professional development with regard to your role or amended role.

#### **Specific coordination Role**

- To ensure the necessary equipment is nearly stored and maintained.
- To monitor standards of your subject across the school.
- To develop strategies for improving teaching and learning within your subject
- To develop other staff members skills in your subject to enhance the learning of all pupils.
- To work with other colleagues to ensure skills in these subjects are used across the curriculum where appropriate.
- To contribute towards the SEF in order to raise standards across the school.
- To liaise with other primary and key secondary school in the area with regard to your subject

All other terms and conditions of your employment remain the same.

**Prepared by:**

Mark Elliott

**Date:**

June 2022

#### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

#### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.