

## Alston Lane Catholic Primary School

JOB OUTLINE				
<b>JOB TITLE:</b>		MAINS/SCALE/UPS TEACHER (+ SUBJECT LEADER)		
<b>GRADE:</b>		MAIN PROFESSIONAL SCALE		
<b>TERMS AND CONDITIONS:</b>		DFE and CES School Teachers' Pay & Conditions of Employment		
<b>AGE RANGE:</b>		<b>NAME:</b>	<b>CURRENTLY YEAR:</b>	<b>SUBJECTS:-</b>
<b>RESPONSIBLE TO:</b>		THE HEADTEACHER		
<b>JOB PURPOSE:</b>		<b>Class Teacher</b>		
<p>The Class Teacher will be responsible for the education and welfare of a designated class of pupils in accordance with the requirements of 'Conditions of Employment of School Teachers'. Having due regard to the requirements of the National Curriculum, the school's aims, objectives, schemes of work and policies.</p> <p><b>The Class Teacher will be expected to share in the corporate responsibility for the well-being and discipline of all pupils. The performance of those duties is under the reasonable direction of the Headteacher, the Class Teacher is responsible to the Headteacher at all times.</b></p>				
<b>MAIN DUTIES:</b>		<b>What the Postholder will actually do</b> <b>What prescribed duties the postholder will have</b>		
<ol style="list-style-type: none"> <li>1. Teaching, according to their educational needs, the pupils assigned, including the setting and marking of all work.</li> <li>2. Planning and preparing courses and activities for the integration of the work of the class into the work of the school as a whole.</li> <li>3. To interact on a professional level with colleagues, with the aim of improving the quality of teaching and learning within the school.</li> <li>4. To liaise with any outside agencies as necessary.</li> <li>5. To undertake the teaching of the assigned class and associated pastoral and administrative duties.</li> <li>6. To control and oversee the correct use and storage of books and other teaching materials.</li> <li>7. To supervise the work of support assistants allocated to the class.</li> <li>8. To create a stimulating environment by the use of colourful and imaginative displays of all pupils' work.</li> <li>9. To maintain class discipline in accordance with the rules and disciplinary systems of the school</li> <li>10. To be responsible for monitoring and reporting to parents on the progress of pupils in the class in accordance with the agreed school policies.</li> <li>11. The marking of class attendance registers.</li> <li>12. The assessment of pupils' achievements and progress by reference to school agreed policies.</li> <li>13. Contributing to meetings, discussions and management systems necessary to ensure the co-ordination of work in the school as a whole.</li> </ol>				

Alston Lane Catholic Primary School

**JOB OUTLINE CONTINUED**

<b>SUBJECT LEADER ROLE:</b>	
<b>In consultation with the Headteacher To be responsible for the following:-</b>	
<ol style="list-style-type: none"><li>1. To be responsible for the subject/subject's budgets and for ordering resources</li><li>2. To undertake training and keep abreast of the subject</li><li>3. The dissemination of information to all staff</li><li>4. Lead INSET when necessary</li><li>5. Compile the subject policy and scheme of work, review and monitor regularly</li><li>6. Compilation and overview of long term plans</li><li>7. Monitor delivery</li><li>8. Give assistance and advice when required</li><li>9. Audit stock regularly</li><li>10. Order new stock</li><li>11. Be responsible for the storage and safe keeping of stock, resources and equipment</li><li>12. Ensure that differentiation of work is allowed for in planning</li></ol>	
<b>Note: The job description and allocation of particular responsibilities may be amended by agreement from time to time</b>	
<b>Agreed by:</b>	<b>Date:</b>

**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 & 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 the school's general statement of health and safety policy.

**SAFEGUARDING COMMITMENT:** Alston Lane is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced CRB check is required for all successful applications.