

# Lancashire County Council



## The Coppice School

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

The appointment is subject to the current Teachers' Pay and Conditions Document and other relevant statutory provisions.

<b>Job description</b>
<b>Post title:</b> Class teacher
<b>Accountable to:</b> Headteacher, the Governing Body and the Local Authority
<b>Main purpose:</b> The successful applicant will; <ul style="list-style-type: none"><li>• be responsible for the education and welfare of pupils in your class / group in accordance with the current School Teachers' Pay and Conditions Document, having due regard to the requirements of the National Curriculum, the School's aims, schemes of work and any policies of the School or its Governing Body, including Child Protection procedures.</li><li>• share in the corporate responsibility for the well-being, care and behavioural management of all pupils.</li><li>• take on a specific area of the school curriculum and lead this throughout school.</li><li>• contribute towards areas of development within the school, under the guidance of the Headteacher.</li></ul>
<b>Main responsibilities:</b> <ol style="list-style-type: none"><li><b>1. Health and Safety responsibilities</b><ol style="list-style-type: none"><li>1.1 To undertake Health &amp; Safety duties and responsibilities appropriate to the role of class teacher, contributing to a culture which recognises, promotes and educates pupils in safe working practices.</li></ol></li><li><b>2. Class teacher responsibilities</b><ol style="list-style-type: none"><li>2.1 To carry out the duties of a school teacher as set out in the current School Teachers Pay and Conditions Document.</li><li>2.2 To take responsibility for keeping up to date with school's policies practices and guidelines.</li><li>2.3 To be responsible for the teaching and learning of a specific class, to be decided upon appointment.</li><li>2.4 To be responsible for the management of staff within the classroom including the delegation to them of appropriate class based responsibilities.</li><li>2.5 To deliver the curriculum through a personalised approach as appropriate to the needs of individual pupils.</li><li>2.6 To evaluate and assess pupil progress following the school policy for assessment, recording and reporting.</li><li>2.7 To maintain effective communication and links between home and school.</li></ol></li></ol>

- 2.8 To ensure that information on pupil progress is used to improve teaching and learning and as a basis for reporting to parents/carers.
- 2.9 Contribute to, maintain and develop the ethos, values and overall purposes of the school.
- 2.10 Collaborate and work with colleagues within the school and from other settings.
- 2.11 To liaise and work collaboratively with other professionals as appropriate to the individual needs of the pupils in your class.
- 2.12 Take responsibility for own continuing professional development.
- 2.13 To participate in arrangements for the appraisal and review of their own performance.
- 2.14 To carry out any identified and agreed responsibilities within the School Improvement Plan.
- 2.15 To manage any budget and/ or resources assigned to your class.

### **3. Subject leader responsibilities**

- 3.1 To contribute to the development and organisation of the school's curriculum through subject leadership.
- 3.2 Reviewing and developing of curriculum policy and tracking coverage in the subject
- 3.3 Monitoring and evaluating the quality of planning in the subject by other teachers
- 3.4 Observing teaching in the subject in order to evaluate strengths and areas for further development, or the impact of school improvement work
- 3.5 Evaluating relevant assessment information for individuals, groups or cohorts
- 3.6 Suggesting issues in the subject for further development
- 3.7 Reviewing and co-ordinating the usage of resources in the subject
- 3.8 Providing advice and supporting new staff in the subject
- 3.9 Reporting on progress, achievement and standards in the subject to staff, governors or parents
- 3.10 Arranging and promoting relevant subject activities to promote pupils' enthusiasm and interest

### **4. General**

- 4.1 To undertake such other duties and responsibilities as may from time to time, be required of a similar character and reflected within the job purpose for the post as directed by the Headteacher, Deputy Headteacher and/or the Governing Body.
- 4.2 To play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.