

 **Cherry Fold Community School**

**Cog Lane, Burnley, BB11 5JS**

**Tel: 01282 426630 Email: bursar@cherryfold.lancs.sch.uk**

 **Headteacher: Mrs C Moretta**

**Job Description Class Teacher Post**

**Purpose of post:**

You are required to be highly competent in all elements of the ‘The School Teachers’ Pay and Conditions’ Document and the ‘Teacher Standards 2012’ and carry out the responsibilities of a school teacher as set out in these documents.

The post requires you to undertake responsibility to enable teaching and learning and pupil progress to take place through a defined subject area. The post requires you to safeguard and promote the welfare of children and young people.

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

**DUTIES AND RESPONSIBILITIES**

As a class teacher you are expected to:

* Carry out your professional duties for the care and supervision of all pupils, especially those in your class as outlined in ‘Conditions of Employment of School teachers’, of the School Teachers’ Pay and Conditions document. This includes playground and other duties on a rota basic;
* Follow the directed times as outlined in the Staff Handbook;
* Carry out the duties and implement the policies and codes of practice outlined in the Staff Handbook, and those agreed at staff meetings and INSET sessions;
* Carry out the following post=-specific responsibilities:
1. **Class teaching**
	* 1. Effective teaching of a year 1 class;
		2. Prepare short term plans for your class and keep appropriate pupil, group and class records;
		3. Prepare and produce appropriate materials and resources;
		4. Be responsible for the personal and social welfare of your pupils, in addition to their education;
		5. Effective membership of the school community.
2. **Curriculum (if applicable)**

As curriculum leader for a subject:

1. Become and remain conversant with national and local developments and initiatives in that subject;
2. Review the subject and related policies annually;
3. Develop and up-date the schemes of work (long and medium term plans), ensuring full coverage of the Foundation Stage and the new National Curriculum;
4. Develop and maintain action plans, including the evaluation of their effectiveness;
5. In consultation with the Assessment leader, ensure that appropriate assessment and recording systems are in place;
6. Advise colleagues about ways to differentiate for those children with special educational needs, including more able pupils;
7. Requisition books, resources and other materials including visits and visitors, ensuring value for money;
8. Maintain the resources;
9. Lead staff meetings, discussions and INSET on the subject area;
10. Lead meetings for parents/carers (if applicable) and governors (Curriculum committee x 2 annual) about the subject.
11. **Professional Development**
	* 1. To attend relevant courses linked to Performance Management and/or School Improvement Plans, as agreed by the Leadership Team;
		2. To attend appropriate courses linked to subject leadership role as agreed by the Leadership Team.

Carry out any other reasonable duty commensurate with the post, which may be delegated by the Head Teacher.

This job description is to be reviewed annually. Elements of the job description may be re-negotiated at any time at the request of either party, or with the agreement of both.