

JOB DESCRIPTION

JOB TITLE:	Classroom Teacher (Maternity Cover)
RESPONSIBLE TO:	Head of School
LOCATION:	Downsview Community Primary School
PAY RANGE:	Teacher Pay Scale

OVERALL RESPONSIBILITY

- To follow the Teachers' Standards
- To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject area curriculum using a variety of approaches, to continually enhance teaching and learning.
- To monitor pupil progress, keeping pupil records that include assessment outcomes and targets set at regular intervals in line with school policy, to enable all pupils to achieve their full potential.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the 'Every Child Matters' agenda and County Child Protection Procedures.
- To maintain and build upon the standards achieved in the award for QTS (Primary) as set out by the Secretary of State.
- To use Planning, Preparation and Assessment (PPA) time effectively for these purposes. At least 10% of timetabled time will be designated as PPA time, and it will be allocated in blocks of no less than 30 minutes.

MAIN ROLES & RESPONSIBILITIES

Teaching & Learning

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the Curriculum. It provides a professional model, clearly demonstrating effective teaching, classroom organisation and display as well as high standards of achievement, behaviour and discipline.
- Support the identification of, and provision for pupils with additional educational needs.
- Regularly monitor progress of pupils within their class which is then reflected in teaching plans.
- Evaluate the effectiveness of their teaching and learning by work analysis and use these analyses to guide future improvements.
- Ensure setting of realistic and challenging expectations for pupils in their class.
- Liase effectively with staff to ensure the successful transition of pupils through the school.
- Contribute to meetings, discussions and management systems necessary to coordinate the work of the school as a whole.

Relationships with staff	<ul style="list-style-type: none"> • Achieve constructive working relationships with all staff. • Direct, organise and manage the work of support staff within the classroom. • Provide regular information to senior staff on class progress;
Effective deployment of staff & resources	<ul style="list-style-type: none"> • Maintain and develop class resources, co-ordinate their deployment and monitor their effectiveness in meeting class objectives.
General	<ul style="list-style-type: none"> • Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy. • Take on any additional responsibilities which might, from time to time, be determined by the Head of School

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Downsview Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade.