



## **MEREWORTH COMMUNITY PRIMARY SCHOOL**

### **JOB DESCRIPTION**

**NAME:**

**ROLE:** Class Teacher (Main Scale), Curriculum Subject Leader

**HOURS:** 1.0 (32.5 hours)

**SCALE:** Main Scale Point

**RESPONSIBLE TO:** Key Stage Leader/Headteacher

**General Duties:** Conditions of Employment as set out in paragraphs 56.1 to 56.4 of School Teachers' Pay and Conditions Document 2008  
Conditions of Employment of Teachers other than Head Teachers as set out in paragraphs 73.1 to 79 of School Teachers' Pay and Conditions Document 2008.

**Professional Duties:**

- To contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum which meets their needs
- To have high expectations of the pupils including a commitment to ensuring that they can achieve their full educational potential
- To maintain an up to date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work
- To work as part of the school team in carrying out self assessment activities to support the school self evaluation and improvement planning processes
- To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Security, Equal Opportunities and Confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing
- To have a good up to date working knowledge and understanding of a range of teaching, learning and behaviour management strategies
- To know and understand the relevant statutory and non statutory curriculum and frameworks, including the primary strategies, latest National Curriculum requirements and other relevant primary initiatives
- To develop a classroom environment which secures effective learning across the whole curriculum (including classroom organisation, display and high expectations of both work and behaviour)
- To show good teaching practice which engages the pupils and provides personalised learning through a range of learning styles thus enabling all pupils to achieve their potential
- To support the identification of and provision for pupils with additional educational needs
- To regularly monitor the progress of pupils in the class and reflect the ongoing monitoring in lesson planning
- To regularly collect and record data on pupil progress and analyse and interpret the data in order to inform planning, interventions and resources to maximise achievement of the pupils
- To use data and analysis of teaching and pupil learning to set realistic and challenging targets for the pupils
- To liaise effectively with other staff in school to ensure a smooth transition of pupils from class to class.
- To develop a constructive working relationship with other teachers and the support staff working in the classroom, ensuring they are well organised and managed



**Subject Specific Duties: To be discussed with applicant**

To be responsible for monitoring the delivery of

- Leading the development of a cohesive and effective long term plan for the area
- Ensuring planning in the school meets the most recent Curriculum requirements
- Reviewing, monitoring and evaluating current practice in school and providing feedback to both the Leadership Team and Governors
- Supporting, motivating and advising staff and where appropriate working alongside them to support the development of their classroom practice
- Leading by example through good classroom practice
- Disseminating information to other staff and providing INSET to promote staff development and improve classroom practice
- Contributing to action planning for the School Improvement Plan
- Maintaining an up to date knowledge of local and national initiatives by attending relevant courses
- Being responsible for the budget allocated to the area and prioritising resources needs as indicated through monitoring
- Maintaining a file which details developments in the area, the development plan for the area, CPD undertaken by staff and any monitoring work undertaken

In addition, additional tasks may need to be completed as requested by the Key Stage Leader or Head teacher within the directed time working of the post holder

This job description should be read in conjunction with the Mereworth Community Primary School 'Professional Standards for Teachers' booklet and links directly to this

This job description will be reviewed on an annual basis as part of the Performance Management process and amended where necessary.

Signed ..... (Post Holder) Date .....

Signed ..... (Head teacher) Date .....