

High Firs Primary School

Headteacher

Mr A Kilbride

Deputy Headteacher

Miss C Rennie

www.high-firs.kent.sch.uk



Court Crescent

Swanley

Kent

BR8 8NR

01322 669721

office@high-firs.kent.sch.uk

Class Teacher – Job Description

Responsible to: Headteacher

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Teaching and Learning

- Meet the standards for teachers.
- Carry out teaching duties in accordance with the School's schemes of work and National Curriculum.
- Liaise with colleagues to deliver units of work in a collaborate way.
- Work with Teaching Assistants and the SENCO.
- Set targets for pupil attainment levels, linked to prior attainment.
- Set work for pupils absent from school for a long period of time.
- Demonstrate very good classroom practice.

Assessing and Reporting

- Record pupils' work, evaluating and monitoring progress towards future targets, and in line with statutory requirements.
- Mark and return work within agreed time span, providing feedback and targets where appropriate.
- Provide assessment reports to monitor pupil progress, including Annual Reports to parents.
- Plan effectively for Teaching Assistants in the classroom.
- Liaise with parents, providing information on progress, successes and areas for development
- Attend consultation evenings.
- Work within the Code of Practice relating to Special Educational Needs; Plan and implement Individual Learning Programmes for pupils.

Leadership and Management

- Take on board and support any National, local or School based initiatives, including Ofsted issues.
- Support and uphold the School's policies on behaviour, discipline and bullying.
- To assist in preparation of School Improvement Plan.
- To be responsible for Curriculum planning for your year group.
- To manage Teaching Assistant support in your year group.

Standards and Quality Assurance

- Support the aims and ethos of the School.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate positively in school events.
- Uphold the School’s behaviour code and uniform regulations.
- Participate positively in Staff Training.
- Attend Team and Staff Meetings and where appropriate, share the development of effective practice with colleagues.
- Develop links with Governors and neighbouring schools.

Signed:

Date:

Signed: Headteacher

Date: