



Job Description:	Maternity Cover Class Teacher
Job title	Foundation / KS1
Salary Scale	MPS
Responsible to	Head Teacher
Responsible for	Staff in phase
Line managed by	Head Teacher

Purpose of Job

1. To carry out the duties of a school teacher as set out in 2015 School Teachers' Pay and Conditions Document.

Generic Responsibilities (Class Teacher)

1. To teach a class at any level throughout the school.
2. To be a committed and active member of the staff team and school community.
3. To share the planning within a specified year group and to prepare and evaluate activities that lead to the effective education of the pupils in your charge, through half-termly, weekly and daily plans.
4. To liaise effectively with appropriate teachers when providing cover for your class, including supply cover for course attendance and PPA release.
5. To maintain effective records of pupil progress of the assigned class, including groups and individual pupils, using Target Tracker, teacher assessment and any other agreed system.
6. To ensure the good behaviour of all pupils in the school, supporting whole school procedures, especially those in your care.
7. To be committed to the maintenance of high standards and equality of education throughout the school.
8. To follow the agreed school procedure for the display and presentation of pupils' work, ensuring that appropriate support staff are briefed fully regarding the presentation of displays.
9. To meet and inform parents of their children's progress, attitudes, attainment and targets through formal and informal meetings, both before, during and after school.
10. To become a member of a curriculum team as part of the planned programme of professional development meetings.
11. To promote the vision, aims and values of the school and to contribute to their development.
12. To play a full part in the life of the school, including staff meetings and briefings, INSET, assemblies, liaising with key stakeholders and school policymaking.
13. To participate fully in the school self-evaluation process including lesson observations and other appropriate evaluative activities (such as work and planning samples, moderation etc).
14. To implement all school policies, promoting equal opportunities for all.
15. To undertake any other particular duty reasonably assigned by the Head Teacher from time to time.



Generic Responsibilities (Subject Leader)

1. To have responsibility - under the direction of the Head Teacher - for the strategic leadership and management of (the subject).
2. To contribute to whole-school aims, policies and practices, including those in relation to school self-evaluation, behaviour, discipline, bullying and race equality.
3. To create a climate which enables all staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
4. To ensure that the subject complies with all statutory requirements in terms of the curriculum, assessment and recording and reporting of pupils' attainment and progress.
5. To ensure the school complies with all relevant legislation, including health and safety and equal opportunities.
6. To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
7. To ensure that teachers - through short, medium and long term plans - are clear about the teaching of lesson objectives and understand the sequence of teaching and learning.
8. To use data effectively to establish clear and challenging targets for pupil achievement and improvement, including SEN, Pupil Premium and EAL pupils.
9. To offer support and guidance to staff in the effective teaching of the subject, suggesting appropriate strategies and CPD opportunities to ensure high standards.
10. To ensure that all new staff, including NQTs are appropriately trained, supported and assessed, under the direction of the Deputy Head Teacher.
11. Lead CPD meetings and INSET through the provision of high quality professional development, such as coaching, or drawing on other sources of expertise, such as the local authority.
12. To analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
13. To establish and implement clear policies and practices for assessing, recording and reporting pupils' attainment and progress.
14. To write an annual action plan and to monitor and evaluate it against the success criteria and to use this to identify future priorities for development as part of the school development plan.
15. To liaise with the leadership team to ensure that secure judgements are made about overall effectiveness for the subject, based on systematic self-evaluation.
16. To establish staff and resource needs and advise the leadership team accordingly of likely priorities for expenditure.
17. To allocate, deploy and maintain resources with maximum efficiency to meet the objectives of the school and to ensure value for money.
18. To maintain effective communication with governors, ensuring they are well-informed about subject plans, policies and priorities.
19. To take responsibility for your own professional development and keep up to date with recent developments in the subject.



Sevenoaks Primary School



'Building resilience and lifelong learning...'

20. To appraise members of staff as per the Capability and Appraisal policy.
21. To develop appropriate networks with other outside agencies, including collaboration groups, network learning communities, business, industry, community groups and ITT providers.
22. To develop partnerships with parents by involving them in their child's learning of the subject through effective means of communication both orally and in writing.

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the Head Teacher and post holder.

Signed:

Date: