**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School: Laddingford St Mary’s C of E Primary School** | **Location: KS2** |
| **Job title:** Class teacher | **Salary range:** MPS |

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers’ Pay and Conditions document and within the range of teachers’ duties set out in that document.

|  |
| --- |
| **Job Purpose** |
| To carry out professional duties and to have responsibility for an assigned class.  To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.  To promote the aims and objectives of the school and maintain its philosophy of education. |

|  |
| --- |
| **Main duties and responsibilities** |
| * To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning. * To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects. * Sympathetic to, and supportive of the ethos of a Church school. * To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations. * To maintain good order and discipline among the pupils, safeguarding their health and safety. * To organise and manage groups or individual pupils ensuring the learning needs of all, reflecting all abilities. * To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning. * To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress. * To ensure effective use of support staff within the classroom, including parent helpers. * To participate in staff meetings as required. * Contribute to the development and co-ordination of a particular area of the curriculum. * To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements. * To ensure that school policies are reflected in daily practice. * To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional. * To liaise with outside agencies when appropriate eg. Educational Psychologist. * To continue professional development, maintaining a portfolio of training undertaken. * To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned. * Actively participate in the shared management of the school through staff meetings, team meetings and professional discussions. Plan for and contribute to curriculum enrichment activities and aspects of community involvement. E.g. after School clubs, PTA, school visits/trips, School Fair. * Assist the Headteacher in creating a Christian ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, social, cultural, mental and physical development, and preparing them for the opportunities, responsibilities and experiences of adult life. * To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures. * To promote equality as an integral part of the role and to treat everyone with fairness and dignity. * To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role. * Any duties as may be reasonably directed by the Headteacher. |

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.