

**Burnt Oak Primary School
Medway Council
Job Description**

Job Title: Classroom Teacher

Department: Education

Responsible to: Key Stage Manager / Deputy Headteacher

Purpose

To teach a class of children in line with whole school policies and schemes of work, and to undertake pastoral duties in keeping with the School Teachers Pay and Conditions of Employment document.

Areas of responsibility

1. To be responsible for the education and welfare of a class of pupils.
2. To contribute to the education and welfare of all pupils within the school premises.
3. To keep up to date with Key Stage developments and developments in subject.
4. To take responsibility for a subject or extra curriculum area in the School as directed by the Headteacher.

Key Tasks

Teaching

1. Contribute to year group planning meetings and whole school staff meetings.
2. Implement agreed plans and produce half termly teaching forecast according to agreed formats.
3. Provide a differentiated, balanced, progressive, varied and stimulating curriculum in line with statutory and school requirements.
4. Assess, record and review pupils' achievement within designated class according to school policy and guidelines.
5. Attend parent/ Guardians/Carers consultation sessions and report on individual pupil achievement and development.
6. Produce annual written reports for their class for parents/Guardians/Carers.
7. Assist in ensuring a well organised and structured classroom environment with effective and stimulating displays and good access to resources.
8. Maintain good discipline of pupils in line with the school's Behaviour policy.

9. Keep abreast of trends and developments in education, especially those areas particularly relevant to the duties and responsibilities of the post.
10. Plan and supervise the work of support personnel assisting in the classroom in conjunction with KS Manager.
11. Be aware and responsive to the medical, social, personal and specific learning needs of children and report to the KS Manager where there is cause for concern.
12. Use resources effectively and efficiently to promote children's learning.
13. Carry out supervision of pupils as detailed by the Headteacher/Deputy Head/KS Manager.

General duties / Responsibilities

Safeguarding and promoting the welfare of children is every employee's responsibility. Everyone at Burnt Oak Primary School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

Person Specification

- Has DfE recognised qualified teacher status
- Has training for/experience of teaching in the Primary sector
- Demonstrates understanding of the principles of Primary Education
- Has clear strategies for positive Behaviour Management and Discipline
- Demonstrates commitment to partnership with parents/guardians/carers and strategies to foster this
- Has a commitment to their continued professional development
- Is able to cope with change and working with different age ranges
- Has a flexible approach
- Has a calm, organised approach to planning and establishing a secure learning environment for children
- Has knowledge and understanding of how to develop strategies appropriate to the needs and abilities of the pupils in order to raise their levels of achievement.
- Possesses excellent interpersonal skills
- An empathy with children and a commitment to understanding and meeting the needs of all children, especially those with special educational needs.
- Proven ICT Skills for classroom use and data analysis
- Enthusiasm for subject / extra-curricular area

This job description is subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the school.

Signed:

Post Holder

Date:

Headteacher

Date: