

# **West Malling CEP School**

## **JOB DESCRIPTION**

### **Classroom Teacher**

#### **INTRODUCTION**

- ◆ You are required to carry out the professional duties of a schoolteacher as set out in the School Teachers Pay and Conditions document.
- ◆ The post holder will be expected to work in accordance with the policies of the school and the Local Authority.

#### **PRIME OBJECTIVES OF THE POST**

- ◆ To teach a Key Stage 1 Class for five days a week to the high standard expected by the Headteacher, Governors and the community served by the school.
- ◆ To liaise effectively with the main Class Teachers to secure good continuity and progression for the children.
- ◆ To liaise effectively with colleagues in the Speech and Language Centre to secure effective inclusion and continuity and progression for the children.

#### **RESPONSIBILITIES AND RANGE OF DUTIES**

- ◆ To be responsible to the Headteacher.
- ◆ To maintain good order and discipline among pupils whilst safeguarding their health and safety during activities which take place within and outside school.
- ◆ To supervise and manage other adults, for example teaching assistants and / or special needs support assistants.
- ◆ To attend relevant staff meetings, parents evenings and school training day meetings as appropriate.
- ◆ To participate in procedures for implementing the school's Performance Management policy.
- ◆ To perform delegated duties in accordance with any directives reasonably given by the Headteacher or Deputy Headteacher.

#### **TEACHING AND PASTORAL CARE**

- ◆ As a classroom teacher plan, prepare and teach to meet the educational needs of all children assigned in accordance with the National Curriculum and policies of the school.
- ◆ To be aware of individual needs within the classroom, both educational and pastoral.
- ◆ To identify and support accordingly, pupils with special needs, including more able children, in liaison with other school staff and professional from external agencies.
- ◆ Provide guidance on the social and personal development of children and undertake pastoral care of pupils.
- ◆ To have high expectations and to create a learning environment of high quality and organisation.
- ◆ To work within the stated curricular organisational and philosophical aims of the school and assist in achieving their effectiveness.
- ◆ To co-operate with other members of staff, work as part of a team with professionalism, to achieve the overall aims and objectives of the school.
- ◆ To take part in the assessment of pupils within the school in accordance with statutory guidelines and school policies.
- ◆ To liaise with parents and keep them informed about their child's education and progress in line with school policy.

#### **PROFESSIONAL DEVELOPMENT**

- ◆ To review personal teaching methods and programmes of work.
- ◆ To undertake, as necessary or required, training to ensure continued professional development.