



Westmeads Community Infant School



JOB DESCRIPTION - 2019

Supply Class Teacher

The job description does not form part of the contract of employment. It describes the way that the post holder is expected and required to perform and complete the particular duties set out below.

General Description of Post

The duties outlined in this job description are in addition to those covered by the latest "School Teachers Pay and Conditions Document".

Changes within this job description can only be made with consultation between the headteacher and yourself.

Particular Duties

Children

- To teach Foundation Stage and Key stage 1 children of mixed ability.
- To be an outstanding practitioner
- Teach a class in accordance with school philosophy and practice as laid down in policies, guidelines and the school prospectus.
- To provide pupils and parents with feedback as necessary.

Curriculum Management and Organisation

- To monitor the progress made by children.
- To act as a role model to other members of staff.
- To offer specialist help to all members of staff, sharing knowledge and ideas.

Curriculum Assessment

- To be aware of children's abilities within KS1 and the Foundation Stage for your subject/s.
- To be aware of the next steps for children moving on to KS2.
- To use analysis to inform future planning and guide CTs and TAs.
- To act on assessment information from previous year to inform school improvement and the maintenance of high standards .
- To mark all work in accordance with the school marking policy.

Classroom

- Create a friendly, secure atmosphere in which the educational, emotional and social needs of each individual child in your care can be met.
- Ensure that your classroom functions well and provides an outstanding example to the children in terms of its organisation and presentation.
- Pay particular attention to the clear use of visual cues around the classroom.
- Ensure that the classroom is a stimulating visual, auditory and kinaesthetic learning environment.
- Display children's work in an attractive, caring manner.
- Ensure that the displays are stimulating and interactive and reflect current work.

Resources and whole school responsibility

- Ensure, along with other staff members, the maintenance in KS1 of a friendly, secure environment for effective teaching and learning, and which allows for the emotional and social needs of all children.
- Ensure that all classes are stimulating learning environments that inspire visual, auditory and kinaesthetic learners.
- Sustain effective, positive relationships with all staff, pupils, parents, governors and the local community.
- Manage innovation and change.
- Ensure the effective use and management of resources including their safe return after use.
- Ensure the effective use of TAs and other adults.
- Organise timetables to allow TAs to fulfil their whole school responsibilities.

Parents and Carers

- To be proactive reinforcing the positive partnership between home and school whenever possible.
- To write reports when necessary to inform parents of a child's Personal, Social and Health Education.

Planning and Assessment

- Prepare termly overviews and weekly planning sheets, according to school policy, relevant to Key Stage and present them to the head teacher.
- To write reports to inform parents of progress made by children and their next steps.
- Use PPA time effectively for planning, preparation and assessment.
- To use summative assessment information to inform future planning.
- To complete daily formative assessments on pupil progress and use this information to plan next steps.

Monitoring

- To assist with monitoring activities in line with the Monitoring Policy

Personal Development

- To take responsibility for your own professional development.
- To use the Appraisal Cycle effectively to enhance the development of personal and professional skills.

This job description should be discussed and updated as part of your Appraisal on an annual basis, during the months of October and July.

I accept this document as a fairly negotiated job description for my post as class teacher at Westmeads Community Infant School.

Head teacher