



ARCHBISHOP COURTENAY CHURCH OF ENGLAND PRIMARY SCHOOL

Eccleston Road, Tovil, Maidstone, Kent ME15 6QN

Tel 01622 754666 Fax: 01622 355174

Headteacher: Wendy Robinson

Chair of Governors: Rowena J Linn

JOB DESCRIPTION

CLASS TEACHER

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, core standards for teaching other current educational legislation and the school's articles of government.

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

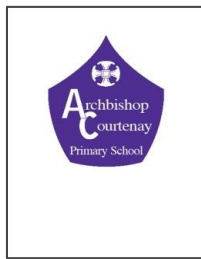
A Strategic direction and development of National Curriculum provision in the school
- with the support of and under the direction of the Headteacher to:-

- Contribute to a positive ethos in which **all pupils** have access to a broad, balanced and relevant curriculum
- Analyze and interpret relevant school, local and national data relating to their own class and regularly meet with the Senior Management Team to relay this information
- Request additional resources where applicable to enable the children to reach their true potential
- Liaise with staff, parents/carers and other agencies to ensure maximum provision, support and continuity is provided within the class and transfer to secondary school
- Consider the views of both pupils and parent/carers and to respond accordingly

B Teaching and Learning – to:

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline
- Know the assessment requirements relating to statutory tests/exams
- Support the identification of, and provision for pupils with additional educational needs
- Regularly monitor progress of pupils within their class which is then reflected in teaching plans
- Regularly set targets to ensure learners reach their potential
- Evaluate the effectiveness of their teaching and learning by work analysis and use this to plan future improvements
- Set realistic and challenging expectations for pupils in their class





- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole
- Know when to draw on the expertise of colleagues such as those with responsibility for the safeguarding of children and special educational needs
- Plan, set and assess homework in line with the school policy
- Maintain and update classroom displays ensuring they reflect the learning within the classroom

C Relationships with staff – to:

- Achieve constructive working relationships with all staff
- Direct, organise and manage the work of support staff within the classroom
- Provide regular information to senior staff on class progress

D Effective deployment of staff and resources – to:

- Maintain and develop class resources, co-ordinate their deployment and monitor their effectiveness in meeting the class objectives

E General – to:

- Ensure the well being of all class members
- Promote learners' self control, independence and cooperation through developing their social emotional and behavioural skills
- Ensure the learning environment complies with current legal requirements regarding health and safety and ensure children feel safe within the class environment
- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy
- Take on additional responsibilities which might from time to time be needed
- Ensure the school reward/discipline policies are upheld both in the classroom and around the school
- Cover playground duty and lunchtime discipline duty once a week
- Lead assembly on a rota basis

F Personal professional development

- Evaluate and be committed to improving classroom practice through appropriate professional development
- Act upon advice and feedback and be open to coaching and mentoring
- Be prepared to adapt practice where benefits and improvements are identified