



# Westmeads Community Infant School

JOB DESCRIPTION - 2020



**NAME:**

**RESPONSIBLE TO:** Head teacher

## 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 head teacher and yourself.

## Particular Duties

### Children

- To teach a class of children of mixed ability, including those with SEND.
- To be an inspirational practitioner.
- Teach a class in accordance with our school philosophy and practice as laid down in policies, guidelines and the school prospectus.
- To provide pupils and parents with feedback.
- To share individual next steps with children and parents.
- To have an impact on educational progress beyond your assigned pupils.
- To be responsible and accountable for the progress and development of children with SEND.

## Curriculum Management and Organisation

- To lead the development of a subject throughout the school during your time at Westmeads.
- To monitor the progress made by children across the year in your subject.
- To act as a role model to other members of staff.
- To offer specialist help to all members of staff, sharing knowledge and ideas.
- To attend relevant courses and report back to head teacher and staff.
- To organise the requisitioning of resources for use in the subject(s) and ensure that they are retrievable and effectively used.
- To monitor curriculum areas in accordance with Monitoring Schedule and Assessment Calendar.
- To prepare, develop and extend, in consultation with the head teacher and staff, subject guidelines in all areas of particular duties.

## 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 within your subject areas.

## 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 and outside learning area is a stimulating 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 of a friendly, secure environment for effective teaching and learning, and which allows for the emotional and social needs of all children.
- Sustain effective, positive relationships with all staff, pupils, parents, governors and the local community.
- Manage innovation and change.
- With other members of staff you will share responsibility of ensuring that corridors and the hall remain well-organised and contribute to the provision of an exciting, stimulating, effective environment.
- Ensure the effective use and management of resources including their safe return after use.
- Ensure the effective deployment of TAs and other adults.
- Organise timetables to allow TAs to fulfil their whole school responsibilities.
- To attend and participate in weekly staff meetings and Year Group liaison sessions.

**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 progress.
- To write an end of year report to inform parents of progress made by children and their next steps.

**Planning and Assessment**

- Prepare termly overviews and weekly planning sheets, according to school policy, relevant to Key Stage.
- 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.

Signed (Teacher).....

Date.....

Signed (Head teacher).....

Date.....