



WESTGATE PRIMARY SCHOOL
'A Place of Excellence'
Job Description



Job Description for:
Job Title: Class Teacher
Responsible to: Head of School

Responsible for:

The education and social development of the individual children who form the class or group allocation for each year, according to the aims and ethos of the school as defined in the Vision Statement, Aims of the school, Curriculum Statement and School Prospectus.

Duties:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The post requires you to teach pupils in the age range 4-11. It is your responsibility to promote and safeguard the welfare of children and young persons that you are either responsible for or come into contact with.

These duties are expected to be exercised and completed in accordance with school policy:

- Provide a stimulating environment that promotes enquiry, activity and sustained work.
- Provide a calm atmosphere where children are secure.
- Promote a high standard of care and behaviour from the children within the class and across the school.
- Plan children's work according to their needs.
- Set long-term aims and short-term goals when planning for the class or specific groups based on high expectations and achievement for every child.
- Assess, record and report on children's progress.
- Form positive relationships with parents and pupils.
- Participate in professional discussion with an awareness of current educational issues.
- Contribute to good staff relationships - teachers, support staff and governors.
- Observe the letter and spirit of the school's equal opportunities policy in all aspects of day to day duties relating to staff, pupils members of the public and other agencies.
- Observe the letter and spirit of the school's philosophy towards children.
- Participate in professional development opportunities.
- Be conversant with the school's safeguarding procedures.



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Curriculum Subject Leader (not applicable to NQTs)

- Lead the development and monitoring of specific Areas of Learning.
- Developing familiarity and expertise in the subjects within the Area of Learning
- In partnership produce a subject leader action plan
- Updating and revising policies and plans
- Monitoring learning and teaching within the specified Area of Learning
- Monitoring planning of the Area of Learning within other subject areas
- Undertaking work scrutiny of pupil's learning within the Area of Learning and keeping samples of work reflecting achievement at different levels and showing a range of achievement
- Moderating and analysing the standards of pupils work within the Area of Learning.
- Liaising with the Key Stage Phase Leaders to ensure that all elements within the Area of Learning are being taught to a high standard.
- Taking an active role in school improvement
- Attending training as necessary and advising how recommendations may be put in place at this school
- Maintaining resources in good order and producing a plan for future spending and making purchases

In addition the following particular duties are required to be exercised and completed in a satisfactory manner.

- The effective educational and social development of the individual children which form the class allocated for each academic year as well as other children when appropriate. This will be within the framework provided by the Governing Body and Local Education Authority, with regard to all statutory requirements.

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the Teacher is expected and required to perform and complete the particular duties set out above.

Signed _____ Date _____