



Coventry City Council

## Job Description

**Vacancy Reference No:**

**Job Title:** Class Teacher

**Job Number:**

**Directorate:** Coventry City Council

**Post Number:**

**Service:** Education

**Grade:** TMS

**Location:** Mount Nod Primary School

**Job Purpose:** To teach pupils in the range 3 to 11 years.

**Main Duties and Responsibilities:**

- To prepare, deliver, review and evaluate the curriculum as related to the School agreed policies and the School Development Plan, ensuring differentiation and relevance, progression and coherence are addressed.
- To contribute to and implement long term/medium term plans, to include the development of courses of study, teaching materials, teaching programmes and ensuring the full delivery of the National Curriculum.
- To prepare and deliver weekly teaching plans to a class or group of children, evaluating the effectiveness of the plans and the delivery.
- To assess and review the work of each child by way of marking, record keeping, oral and written assessments and reports, in order to ascertain a child's progress and attainments in accordance with the School's Assessment, Recording and Reporting Policy.
- To be sensitive to Special Needs requirements at national and local level and as related to the School's Special Needs Policy. To maintain detailed records of children with Special Educational Needs and to keep the School's Special Needs Co-ordinator fully informed.
- To be responsible for the discipline of a class and to be aware of the corporate responsibility of staff for the general discipline of all children as illustrated in the School's Behaviour Policy.

- To undertake a pastoral role to encourage children to work together, attend to their emotional and social needs and discuss any individual concerns with the appropriate person.
- To be responsible for the display of children's work within your own teaching area and public areas as directed.
- To communicate and consult with the parents of children as necessary and to seek to foster a spirit of partnership with them.
- To undertake administrative tasks in respect of the relevant class/phase subject to the National Agreement on Workforce Reform.
- To be aware of and undertake the agreed procedures in the event of fire, accident, illness and absence.
- To be aware of the responsibility for yourself and others within the School in accordance with the Health and Safety Policy.
- To undertake supervisory duties within the School buildings and playing areas during break times other than mid-day.
- To attend professional, phase, team, year and staff meetings as required and to abide by decisions made at these meetings.
- To attend relevant in-service courses as appropriate.
- To provide assistance during the absence of colleagues as deemed appropriate by the Head Teacher.
- To work closely with your Line Manager who must be kept fully informed of the work in your class.
- To supervise any assigned support post(s) and for students or individuals involved in work experience.

Any other duties and responsibilities within the range of the salary grade.

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## All employees

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

## **All employees**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:**

**Date Reviewed:**

**Updated:**