



All Saints Class Teacher Job Description

School Vision and Mission

Our school's Christian vision is at the heart of all we do at All Saints. All members of staff promote the vision and ensure it is central to their work with children, parents and other members of staff and professionals. Equal opportunities for all, regardless of race, gender or disability, are strengthened by our vision. Our policies, including the Equal Opportunities Policy, document our ongoing commitment in detail.

With love for ourselves, our family and our world.

Let all that you do, be done with love. 1 Corinthians 16:14

The post holder will contribute to the vision and ethos of the school by;

- Have due regard to the requirements of the school vision, philosophy, aims and objectives, National Curriculum and any school policies
- Be committed to the pastoral development of pupils
- Actively welcome and encourage the participation of parents in school.
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in school events and performances
- Participate in staff training and other CPD opportunities
- Attend team and staff meetings

Teaching & Learning

To contribute to raising the standard of teaching and learning through:

- Establish a safe environment, which supports learning and in which pupils feel secure and confident
- Set exemplary classroom standards by personal practice
- Provide a stimulating and supportive classroom environment which is well organised and tidy
- Work with colleagues to ensure a cohesive approach to teaching and learning
- Direct teaching assistants effectively to ensure a positive impact on the outcomes for pupils
- Work effectively with the SENCO and outside agencies to ensure appropriate and supportive provision for pupils
- Set targets for all pupils which accelerate learning
- Provide effective and constructive feedback to support progress
- Provide assessment reports to monitor pupils progress
- Liaise with parents and attend consultation meetings
- Work within the code of practice relating to Special Educational Needs
- Establish good relationships with parents, LA, outside agencies
- Provide advice and support to parents about their child's development

Curriculum Responsibilities

To develop and maintain a high quality curriculum:

- Undertake an area of curricular responsibility dependent on experience
- Demonstrate good practice in the teaching areas of responsibility
- Implement, monitor, evaluate and review the action plan from the SDP
- Report to the Governing Body with regard to achievement of pupils and quality of teaching
- Monitor, evaluate and review the school policy following the cycle of policy review
- Provide guidance and support to colleagues in implementing the curricular guidelines- by in-service training, meetings or working alongside teachers
- Co-ordinate the subject to ensure continuity and progression for the pupils
- Purchase, organise and maintain curricular resources
- Increase own expertise through training, research and consultation with other professionals to disseminate information to other staff

Other Duties & Responsibilities

To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document.

You are required to carry out such duties as the Headteacher may reasonably require from time to time.

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.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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 to: Cara Page, Headteacher

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