



**Classteacher
TMS/UPS**

Job Description

John Gulson Primary School is committed to policies of ensuring equal opportunities for pupils and staff, regardless of race, gender or disability. The active participation in the life of the school is to be encouraged. Teamwork is seen as the key to the school's effectiveness and success. Members of the teaching staff will have a commitment to working collaboratively, supporting the work of colleagues in other phases or curriculum areas of the overall benefit of pupils.

This job description is for a class teacher working with pupils in the 3-11 age range, with a classroom responsibility for all contracted sessions.

1. The particular responsibilities attached to your teaching post are as follows:

- To teach pupils assigned to your allocated class, ensuring that each receives his/her entitlement to the National Curriculum.
- To maintain discipline as laid down in the Behaviour Policy of the school.
- To care for the pastoral needs of pupils within the allocated class and throughout the school.
- To monitor and to report to parents on pupil progress.
- To promote equality of opportunity within the school and to ensure the implementation of the school's Equal Opportunities Policy.
- To mark class attendance registers.
- To attend, contribute to and lead staff meetings and discussions in order to ensure coherent planning and curriculum delivery.
- To ensure work is marked regularly according to the school's marking policy.
- To ensure work is planned for supply teachers when you are attending in-service.
- To set homework for pupils in your given class according to the school policy.
- To direct non-tutorial staff working in the classroom ensuring that they understand their role with pupils.

2. As co-ordinator of a curriculum area your responsibilities are:

- To ensure equality of opportunity to all pupils in your subject areas.
- To support colleagues by preparing, reviewing and evaluating policy, together with procedures for monitoring and reviewing progress against agreed learning targets.
- To inform colleagues regarding changes to the curriculum in your areas.
- To support the Head Teacher in setting targets relating to pupil attainment at the end of the Key Stages.
- To suggest relevant training and resources which will enable colleagues to deliver the curriculum to its full extent.
- To monitor the planning and delivery of your curriculum area(s) within the classroom.
- To formulate a whole school development plan for your subject(s) which is regularly reviewed.
- To attend relevant in-service training in your areas and disseminate information to colleagues.
- To assume responsibility for managing the budgetary allocation of resources for your subject(s), ensuring that materials are accessible, regularly updated and provide "best value" for money.
- To ensure provision of ICT within these curriculum areas.

3. As a member of the teaching team you will be expected to support your colleagues by:

- Encouraging, assisting and supporting teaching assistants and other non-tutorial staff in their work by developing their skills and abilities and helping them overcome areas of anxiety or weakness.
- Fostering good relationships with all connected with our school.
- Helping to promote a collaborative climate where all are valued and their opinions appreciated.
- Encouraging the good conduct and behaviour of children and promoting the positive ethos with the school.
- Ensuring good communication is maintained throughout the school and between home and school.

- Fostering good relationships with parents and members of the wider community.
- Ensuring a high standard of physical and emotional care of all children.
- Undertaking any reasonable, professional duty as delegated by the Head Teacher.

The particular responsibilities attached to this post also include any other duties and responsibilities within the range of the salary grade.

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.

This post is also subject to the Conditions and Employment contained in the 'School Teachers' Pay and Conditions document 2008' (a copy of which is retained by the Headteacher) and those local agreements detailed in the Coventry City Council Handbook and agreed by the School's Governing Body.

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

Responsible for:

Responsible to: Headteacher

Date Reviewed: October 2020

Updated: