



# Southfields Primary School

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## Southfields Community Primary School

### JOB DESCRIPTION – KS1 / KS2 CLASS TEACHER

<b>Line management responsibility</b>	to: Headteacher for:
<b>Salary grade:</b>	TMS / UPS
<b>Subjects required to teach:</b>	
<b>Duration:</b>	Permanent – Full Time

As Class Teacher, you will be required to meet the general requirements of this post as specified in the National Teaching Standards and School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from your Headteacher. This job description is not your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the Performance Management process or as appropriate.

#### Summary

To work with the Headteacher and Senior Leadership Team and to take responsibility to prepare, deliver, review and evaluate all aspects of the curriculum which you teach. To educate primary aged children following the National Curriculum and other locally agreed guidance.

#### Upper Pay Scale Teachers (if applicable)

Teachers on the upper pay scale can be expected to make a significant and sustained impact to whole school development in line with the statutory requirement to meet threshold standards. In particular, teachers will:

- Provide a role model for professional practice in the school
- Make a distinctive contribution compared with other teachers
- Contribute effectively to the wider team
- Make significant contributions to implementing workplace policies and practice

Headteacher: Mr James Gale

Southfields Primary School, East Street, Coventry, CV1 5LS

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and to promote their implementation.

- Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback

## Teacher Responsibilities (all teachers)

1. To teach children in the Primary age range, catering for the ability and the aptitude of all children within classes, through effective planning, preparation of lessons, marking of work and on-going assessment.
2. To liaise with parents/carers, providing them with regular updates on their child's learning and progress.
3. Be an excellent role model, exemplifying with a high standard of teaching and promoting high expectations for all members of the School Community.
4. Assist in ensuring that the children enjoy and benefit from a high-quality education.
5. Promote the active involvement of pupils in their own learning.
6. Promote the use of IT to enhance and extend pupils learning.
7. Support and develop the ethos of the school ensuring the school's values, GARK, permeate throughout and are reflective in the behaviour of all stakeholders.
8. Set high expectations for your own performance and that of others.
9. Take the appropriate role in safeguarding the safety and welfare of staff and children.
10. Regularly support in the taking of assemblies.
11. Be available before and after school to support teachers, teaching assistants, pupils, parents and carers as required.
12. Create and maintain effective partnerships with parents and carers, as the prime educators, to support and improve pupils' growth, their achievements and personal development.
13. Assist in ensuring that across the school a consistently high standard of information is circulated to parents and carers and the community through newsletters, notices, class dojo and school website.

## Key Responsibilities and Duties of a Subject Leader

- To lead, co-ordinate and manage effective learning and teaching across the school
- To lead, develop and manage the curriculum across the school
- To have a significant impact on the educational progress of pupils in the curriculum subject
- To monitor and review impact and identify areas for development across the school

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- Provide training for staff on effective learning and teaching
- Engage in and lead relevant professional development activities delivering training and support to staff as necessary.
- Contribute to policies and practice which promote equality of opportunity and tackle prejudice.
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wide community.
- Help build a school culture and curriculum which takes account of the richness and diversity of the school's communities.

## **All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.**

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 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

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

**Southfields Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder is responsible for promoting and safeguarding the welfare of children and young people with whom they come into contact, adhering to and ensuring compliance with the school's Child Protection Policy at all times.**

*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.*

## **Date Reviewed:**

This job description will be reviewed annually in accordance with the needs of the school and its pupils. In addition, it may be reviewed at any time after consultation with you.

**Signed:** (Postholder)

**Signed:** (Headteacher)

Headteacher: Mr James Gale

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