



## EASTERN GREEN JUNIOR SCHOOL CLASS TEACHER JOB DESCRIPTION

<b>Title and Grade of Post</b>	<b>KS2 Class Teacher</b>
<b>Salary grade</b>	<b>Teacher's Mainscale</b>
<b>Responsible to</b>	<p>The class teacher is responsible to:</p> <ul style="list-style-type: none"> <li>• the Headteacher in all matters and the designated person in the Headteacher's absence;</li> <li>• the school leadership/senior management team in respect of curriculum and pastoral matters.</li> </ul>
<p>All members of the teaching staff are required to carry out the duties of a school teacher as set out in the current DFE 'School Teacher's Pay and Conditions' document (DFE 00537-2104) and the 'Teacher's Standards' (2014).</p> <p><i>'Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical: forge positive professional relationships: and work with parents in the best interests of their pupils'.</i> (Teachers Standards 2014)</p>	
<b>Job purpose</b>	<p>The class teacher will:</p> <ul style="list-style-type: none"> <li>• teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;</li> <li>• implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and support a designated curriculum area as appropriate;</li> <li>• monitor and support the overall progress and development of pupils;</li> <li>• contribute to raising standards of pupil attainment;</li> <li>• share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment;</li> <li>• maintain the positive ethos and core values of the school, both inside and outside the classroom;</li> <li>• contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.</li> </ul>
<b>Duties and responsibilities</b>	<p>The class teacher will:</p> <ul style="list-style-type: none"> <li>• implement agreed school policies and guidelines;</li> <li>• support initiatives decided by the Headteacher and contribute to the achievement of the school development plan and its implementation;</li> <li>• plan appropriately to meet the needs of all pupils, through differentiation of tasks;</li> <li>• be able to set clear targets, based on prior attainment, for pupils' learning;</li> <li>• provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;</li> <li>• keep appropriate and efficient records, integrating formative and summative assessment (assessment for learning) into weekly and termly planning;</li> <li>• report to the Headteacher, senior management and parents on the development, progress and</li> </ul>

	<p>attainment of pupils;</p> <ul style="list-style-type: none"> <li>• maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy; maintain the school's ethos when talking to children and dealing with issues.</li> <li>• take part in and contribute to meetings; cooperate with and, where appropriate, advise the Headteacher and other colleagues in the review, development and management of a subject in the school;</li> <li>• plan for, organise and direct the work of support staff within the classroom;</li> <li>• participate in the performance management system for the appraisal of their own performance, or that of other teachers and/or teaching assistants where necessary;</li> <li>• communicate and co-operate with specialists from outside agencies;</li> </ul>
	<p>The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare</li> <li>• To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.</li> </ul> <p><b>Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars</b></p> <p>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:-</p> <ul style="list-style-type: none"> <li>• To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected</li> <li>• 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</li> </ul> <p><b>Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars</b></p> <p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p>