



Sowe Valley Primary School

Princethorpe Way, Coventry, CV32QX

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Head Teacher: Carole Carter Deputy Head Teacher: Emma White

Class teacher Job Description

Sowe Valley Primary School is committed to the promotion of equal opportunities and diversity. We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check.

Main Duties and Responsibilities

You are required to carry out the duties of a school teacher as set out in the latest School Teacher's Pay and Conditions Document and having regard to the National Standards for Teachers.

1. Teaching

- 1.1 Contribute to raising standards of teaching and learning through demonstrating very good/excellent classroom practice.
- 1.2 To undertake class teaching including the organisation, planning, differentiation and implementation of the curriculum within the requirements of school policies and the schools aims and objectives and schemes of work, the Foundation Stage Guidance and the National Curriculum.
- 1.3 Ensure effective teaching of whole classes, and of groups and individuals within the whole class setting, so that teaching objectives are met, and best use is made of teaching time.
- 1.4 Set tasks, including homework, which challenge pupils and ensure high levels of pupil interest.
- 1.5 To show a commitment to high standards of achievement, make assessments, keep records, provide feedback to children and report on individual children's progress and achievement in accordance with school policies
- 1.6 Make effective use of assessment information on pupil's attainment and progress in his/her teaching and in planning future lessons and sequences of lessons.
- 1.7 Share in the corporate responsibility for the well-being and discipline of all pupils.
- 1.8 To maintain a safe, attractive, stimulating and interactive learning environment, in which pupils feel secure and confident.
- 1.9 Set high expectations for pupil's behaviour, in accordance with the school's behaviour policy, establishing and maintaining a good standard of discipline through well-focussed teaching and through positive and productive relationships.

- 1.10 Have clear knowledge of the school's child protection and safeguarding procedures, ensuring that he/she reports any concerns or disclosures immediately to the school's Child Protection Leader.
- 1.11 Ensure each child's best progress with regard to the school's stated Aims and Values, seeking opportunities to contribute to the quality of the pupil's wider educational development, including their personal, spiritual, moral, social and cultural development.

2. Curriculum

- 2.1 To be fully informed and up to date with Educational thought and practice, also Local Authority and School Policies, with particular regard to the Implementation of national strategies and the National Curriculum.
- 2.2 To ensure all children have equal access to a broad and balanced curriculum and that individual needs are met.
- 2.3 To demonstrate a thorough understanding and commitment to all aspects of Equal Opportunities and Inclusion
- 2.4 Select and make good use of a wide variety of learning resources which enable teaching objectives to be met.
- 2.5 To provide information concerning children with Special Educational Needs and English as an Additional Language, liaise with Inclusion manager and/or support agencies, when required and devise Individual Education Plans, giving due regard to the SEN Code of Practice where applicable.
- 2.6 Recognise and inform the co-ordinator of children who are more able, gifted and talented and ensure that the curriculum is sufficiently challenging to meet their needs.
- 2.7 To contribute to the development and review of school policies and aims.

3. Responsibilities

- 3.1 To supervise the work of classroom support staff and work with colleagues within a planning team.
- 3.2 To communicate and liaise effectively with parents and carers and relevant agencies on children's learning and progress.
- 3.3 To participate in open days/evenings and consultations with parents and carers
- 3.4 To attend staff meetings, INSET activities and work in conjunction with other staff
- 3.5 To assist the school by taking an area of responsibility within the school as agreed with the Head Teacher and Senior Staff, depending on the strengths/interests of the teacher and the present needs of the school.
- 3.6 To review and evaluate your teaching practice and participate in arrangements for appraisal, training and professional development.
- 3.7 To change area of responsibility as the needs of the school change.
- 3.8 Share break time supervision of pupils.
- 3.9 Be fully conversant with, and adhere to, all stated policies with regard to the health and safety of children in his/her care.
- 3.10 Any other duties and responsibilities within the range of the salary grade.

Maths Curriculum Leader (not applicable to NQTs)

- a. Be aware of the current thinking and documentation in a core subject and share that knowledge with colleagues, attending courses when necessary.
- b. Understand the relationship of Maths to the curriculum as a whole.
- c. Understand assessment of Maths and seek to develop the skills and progression within it.
- d. Understand the characteristics of high quality teaching in Maths and how to improve and sustain high standards of teaching, learning and achievement for all pupils and be able to effectively share that knowledge with colleagues.
- e. Maintain an informal and formal monitoring brief over Maths undertaking scrutiny of planning, work trawls, analysis of pupil asset and observing lessons where necessary or required, providing constructive feedback to staff on areas that could be improved, contributing to raising the standard of teaching and learning.
- f. Be fully aware of the developmental place of Maths over the next year as shown in the current School Development Plan and develop an Action Plan to reflect future needs and developments.
- g. Be fully aware of how Maths may develop over the next three years.
- h. Understand the current and future potential use of information and communications technology to aid teaching and learning in Maths where relevant.
- i. Actively seek to help and support colleagues.
- j. Inform SLT of needs in the area with regard to financial outlay and curriculum developments, in addition to those outlined in the SDP.
- k. Maintain existing resources and explore opportunities to develop or incorporate new resources to enhance the delivery of the agreed area.
- l. Be prepared to lead staff meetings when Maths is formally developed or reviewed.
- m. Be prepared to give Governors a presentation reviewing Maths and stages of further development.
- n. Understand how teaching the subject can help to prepare pupils for the opportunities, responsibilities and experiences of adult life.
- o. Set standards and provide a role model for pupils and staff in the teaching and learning of Maths.
- p. Be responsible for playing an active role in all curriculum development and actively seeking to enhance the role of Maths in as many areas of school life as possible.

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 interest 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.

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.