



EASTERN GREEN JUNIOR SCHOOL CLASS TEACHER JOB DESCRIPTION

Title and Grade of Post	KS2 Class Teacher (both full time and part time applicants would be considered)
Salary grade	Teacher's Mainscale
Responsible to	<p>The class teacher is responsible to:</p> <ul style="list-style-type: none">• the headteacher in all matters and the designated person in the Headteacher's absence;• the school leadership/senior management team in respect of curriculum and pastoral matters.
<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>	
Job purpose	<p>The class teacher will:</p> <ul style="list-style-type: none">• teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;• implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and support a designated curriculum area as appropriate;• monitor and support the overall progress and development of pupils;• contribute to raising standards of pupil attainment;• share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment;• maintain the positive ethos and core values of the school, both inside and outside the classroom;• contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
Duties and responsibilities	<p>The class teacher will:</p> <ul style="list-style-type: none">• implement agreed school policies and guidelines;• support initiatives decided by the Headteacher and contribute to the achievement of the school development plan and its implementation;• plan appropriately to meet the needs of all pupils, through differentiation of tasks;• be able to set clear targets, based on prior attainment, for pupils' learning;• provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;• keep appropriate and efficient records, integrating formative and summative assessment (assessment for learning) into weekly and termly planning;• report to the headteacher, senior management and parents on the development, progress and

	<p>attainment of pupils;</p> <ul style="list-style-type: none"> • 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. • 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; • plan for, organise and direct the work of support staff within the classroom; • participate in the performance management system for the appraisal of their own performance, or that of other teachers and/or teaching assistants where necessary; • communicate and co-operate with specialists from outside agencies;
	<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"> • 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. <p>Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars</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"> • 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 <p>Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars</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>