

JOB DESCRIPTION

1. Introduction

Our school educates children from 4 years – 11 years old as part of our seven class school.

2. Title and Grade

Name	Post	Class	Hours	Scale	Salary
	Classteacher	Class	Part Time 0.4	MPS	

3. Purpose of Job

To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the headteacher.

4. Relationships

- The postholder is responsible to the Head of School and Executive Headteacher for his/her teaching duties and responsibilities and for teaching tasks.
- The postholder interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

5. Employment duties

TEACHERS' STANDARDS PREAMBLE

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.

Class Teacher Duties

- 5.1 Development of good learning habits and conduct.
- 5.2 Creation of a stimulating and appropriate learning environment.
- 5.3 Maintenance of classroom resources.
- 5.4 Plan, record and assess children's work.
- 5.5 Maintain pupils' records as agreed throughout the school.
- 5.6 Liaise with all colleagues and especially with the next teacher at the time of transfer.
- 5.7 Liaise with parents concerning children's needs.
- 5.8 Cater for individual needs among pupils and advise the SENDCo
- 5.9 Follow school's agreed guidelines and schemes of work in all National Curriculum subjects.
- 5.10 To attend all necessary Staff Meetings and Parents' Evenings as required by the Head of School

and Executive Headteacher in respect of the duties and responsibilities of the post.

- 5.11 To keep abreast of educational developments by attending In-Service courses and WLT networks as appropriate to individual and school needs.
- 5.12 To hold parent consultations both formally and informally, and write a report on the child in the Summer Term.
- 5.13 To supervise pupils as detailed by the the Head of School and Executive Headteacher
- 5.14 To undertake necessary national assessment where appropriate, including using Tapestry as a recording tool.
- 5.15 To work closely with your job share to ensure a consistency of provision

6. Particular Responsibilities

- 6.1 To lead a subject/subjects within the school (TBC)
- 6.2 To support the leadership of EYFS across the school with job share

7. General

- 7.1 The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment and will count as directed time as detailed in the statement as defined by the Headteacher.
- 7.2 This job description does not define in detail all the duties/responsibilities of the post, and will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder.

I have read, understood and agree to the above job description.

Signed **Date**