

BURTON BRADSTOCK CE PRIMARY SCHOOL
JOB DESCRIPTION – MAIN SCALE TEACHER

Post: Class Teacher

The postholder is responsible to the Headteacher for their teaching duties and responsibilities and, if relevant, responsible for the supervision of the work of Teaching Assistants. They will interact on a professional level with colleagues and seek to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school.

Purpose:

To undertake the teaching of general subjects to classes, pastoral duties and administrative duties in respect of pupils in this class as well as responsibilities in the school as detailed below.

To be responsible for safeguarding and promoting the welfare of the children, in accordance with the school's safeguarding policy and procedures.

Professional Duties:

The full range of professional duties that may be required of a teacher are set out in the current School Teacher Pay and Conditions Document (STPC).

Main Duties and Responsibilities:

- To teach general subjects and to participate in the development of schemes of work, materials and syllabuses.
- To control and oversee the use and storage of books, stationery and other teaching materials, ensuring that any health and safety regulations are observed.
- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning, including the planning and development of displays.
- To complete planning according to whole school policy and in consultation with colleagues.
- To carry out assessments of pupils' learning in line with the school's assessment and marking policies, in particular the identification of achievements and targets.
- To make appropriate provision for children who have special needs (academic, social, physical, behavioural) and devise IEPs/provision maps which address their needs in consultation with appropriate colleagues (e.g. Head teacher, SENCo).
- To maintain discipline and acceptable standards of conduct and appearance of pupils.
- To establish a rapport with pupils to develop their social and academic potential.
- To mark registers, ensuring absences and lateness are accounted for and taking appropriate action when they are not.
- To compile reports on pupils.
- To set and mark home learning for pupils where appropriate.
- To play a part in collective worship and assemblies.
- To support the supervision of children at break times and at the start and end of the day in accordance with the school's duty rota.
- To ensure effective use of support staff within the classroom, including voluntary helpers.
- To make a positive contribution to the wider curriculum through leading extra-curricular activities and leading off-site visits to support learning.
- To support the training of student teachers, if appropriate, in line with the school's policy.
- To participate, as directed, in meetings with colleagues and parents in respect of the duties of the post.
- To attend staff meetings as directed.

- To contribute to the development and co-ordination of a particular area of the curriculum.
- To participate, as directed, in INSET and other forms of CPD in order to keep abreast of trends and developments in education, especially those relevant to the duties and responsibilities of the post.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies and the ethos of the school are reflected in daily practice.
- To communicate and consult with parents/carers over all aspects of their children's education - academic, social and emotional.
- To support the Headteacher in promoting the Christian ethos of the school.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To take reasonable care of self and others and to comply with the school's Health and Safety policy and any school-specific procedures that apply to this role.

The duties and responsibilities of the post are subject to those detailed in the STPC and will be undertaken within directed time.

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.