

## NICOL MERE PRIMARY SCHOOL

### 1. INTRODUCTION

- 1.1 Name of Postholder .....
- 1.2 Job Title: Class teacher in KS1
- 1.3 Job Purpose: Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teacher's Pay and Conditions Document.
- Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.
- 1.4 Line Management: Reporting to Deputy Head & KS1 Leader
- 1.5 Liaising with: Headteacher, Senior Leadership Team, Middle Leadership Team, teachers, support staff, parents, partners, LEA representatives, other agencies
- 1.6 Salary Scale: Teacher's Common Pay Spine
- 1.7 Working Time: Full time as specified within the School Teachers' Pay and Conditions Document
- 1.8 DBS Disclosure Level: Enhanced

### 2. SCHOOL ETHOS

- 2.1 Attend and take part in acts of collective worship in accordance with school policy.
- 2.2 Actively support the schools' corporate policies relating to equality and diversity, inclusion and health, safety and well being.
- 2.3 Promote the ethos and celebrate the success of the school.

### 3. PUPIL PROGRESS

- 3.1 Help to develop and maintain a curriculum in line with the National Curriculum to meet the needs of individual children within your class, taking account of the wide range of ability.
- 3.2 Work with other members of staff to ensure that the extremes of the ability range are catered for.

- 3.3 Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when appropriate.
- 3.4 Under the direction and guidance of the Middle & Senior Leadership Team, actively contribute to and support the development of one or more specified curriculum aspect(s) and/or areas(s) of pupil and/or staff development.
- 3.5 Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and ensure available resources are used effectively to support the curriculum.
- 3.6 Produce coherent lesson plans, which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
- 3.7 Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- 3.8 Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- 3.9 Develop, maintain and use resources appropriate to chosen learning objectives.
- 3.10 Ensure the effective deployment of teaching assistant support in the classroom.
- 3.11 Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
- 3.12 Create and maintain an orderly, safe, stimulating and informative classroom environment.
- 3.13 Maintain good practice and implement changes in accordance with developments in educational theory and practice.
- 3.14 Set pupil targets, assess progress and maintain records in accordance with school policy.

#### **4. PASTORAL CARE**

- 4.1 Develop positive relationships with all children based on their achievements and promote their general progress and well being and participation in all aspects of school life.
- 4.2 Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behaviour.
- 4.3 Alert line manager or senior management of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.
- 4.4 Ensure a class code of conduct is implemented following appropriate consultation with pupils and relevant staff for use within the class and daily school life.
- 4.5 Maintain a system of rewards and sanctions, which is understood and appreciated by all concerned and is in line with agreed school policy.

## **5. PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING**

- 5.1 Report appropriately to parents on the needs and progress of children in your class.
- 5.2 Encourage, advise and where appropriate involve parents in the education of their children and respond promptly to queries and concerns.
- 5.3 Develop and uphold the school's well-established links with the parents, local community, partners, the LEA and other agencies.

## **6. PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT**

- 6.1 Engage actively with the annual performance management review process, in accordance with the school's policy.
- 6.2 Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- 6.3 Ensure colleagues receive information and feedback on professional development activities undertaken.

## **7. SIGNATURES**

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed.....  
(Teacher)

Signed.....  
(Headteacher)

Dated.....  
(Teacher)

Dated.....  
(Headteacher)