



## Ashleigh Primary School and Nursery Job Description - Teacher

Post: Class Teacher MPS

Headteacher: Mr Sam Nixon

This job description should be read in conjunction with the School Teacher's Pay and Conditions Document, including annex 1 for post threshold standards, and QTS professional standards.

### **Class Teaching Responsibilities:**

- Teach a class within the age range 3-11;
- Maintain positive behaviour among the children and be responsible for their day to day pastoral care in the classroom;
- Plan, prepare and organise work for the class in accordance with school policies and requirements ensuring the children's varying learning and social needs are met;
- Plan for, organise and direct the work of support staff, staff covering PPA, and when appropriate Supply staff;
- Provide a stimulating environment which encourages independence, self-regard, and respect for others;
- Encourage a sense of responsibility for learning and behaviour;
- Monitor, review and assess and report progress in accordance with national and school requirements, providing accurate information about each child's progress and attainment;
- Maintain pupil and class records according to school policy;
- Set shared and agreed individual SMART targets with all pupils;
- Take part in and contribute to meetings;
- Lead class, year group and whole school assemblies when required;
- Maintain the positive ethos and core values of the school both inside and outside the classroom;
- Be a positive and active team member within the school and its wider community;
- Comply with school policy and support initiatives decided by the headteacher and staff;
- Communicate effectively with outside agencies;
- Contribute to the general supervision of all children within the school;
- Liaise with parents on a day to day basis and participate in organised consultation meetings;
- Organise regular family learning opportunities ;
- Participate in the agreed policy and procedure for performance management taking an active and responsible role.

### **Subject Leader:**

- Provide and update a policy and scheme of work to meet the national curriculum requirements of the subject;
- Provide an action plan each year which follows the format of the SDIP and includes a curriculum audit. Review and monitor progress of the actions;
- Liaise with the subject governor;
- Highlight and focus on the processes related to the curriculum area in order to promote children's thinking skills and creativity across the curriculum;
- Provide, maintain, make accessible and train staff to use the resources for learning needed to teach the subject and integrate it into the curriculum;
- Plan, manage and organise inset;
- Establish and maintain a high level of knowledge about how to plan and integrate a subject

throughout EYFS, KS1 and KS2;

- Scrutinise planning to ensure statutory requirements are being met throughout the school;
- Monitor and evaluate the quality of teaching in the subject in order to celebrate and disseminate good practice, and provide support where needed;
- Moderate children's work;
- Set targets to raise standards;
- Feed back to the governors.

**Governors and Parents:**

- To attend the Governor's School Effectiveness Committee when requested and provide reports and information as required;
- In consultation with the Headteacher to assist in planning liaison arrangements with parents to improve understanding of school curriculum policies.

These may be reviewed and amended in consultation with the post holder in the light of any changes/priorities identified within the school.

This role description will be reviewed annually.