



## Bush Hill Park Primary School

### Job Description – Class Teacher (KS1 or KS2)

**Responsible to:** Headteacher and the Governing Body of the School

#### **Main Activities and Responsibilities**

The Postholder will take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below.

#### **Duties**

To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. In addition, certain particular duties are reasonably required to be exercised, and completed. It is a contractual duty of the Postholder to ensure that his/her professional duties are discharged effectively. The Postholder must meet the Teacher's Standards for September 2012.

- The Postholder is responsible to their line manager for his/her duties, responsibilities and teaching tasks.
- The Postholder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximize children's achievement.
- The Postholder will be responsible for the supervision of the work of support staff
- The Postholder will undertake the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Headteacher

#### **The Class Teacher will:**

- implement agreed school policies and guidelines and ensure that equal opportunities are implemented in the classroom and throughout the school
- support initiatives decided by the Leadership team
- plan effectively to meet the needs of all pupils, ensuring teaching methods build on prior learning and has clearly identified learning objectives and success criteria
- ensure that learning is differentiated to both challenge and support learners to make progress
- be able to set clear targets, based on prior attainment, for pupils' learning
- provide consistently good conditions for learning where resources are well organised and accessible
- ensure learners receive well-focused diagnostic comments which check their understanding and help them to see how to improve
- make effective use of ICT to enhance learning and teaching

- Track pupil's attainment to ensure they make at least good progress
- promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy
- participate in meetings which relate to the school's management, curriculum, administration or organisation
- communicate and co-operate with specialists from outside agencies
- ensure planning identifies the role of other adults and that they are directed effectively and support learning
- participate in the performance management system for the appraisal of their own performance, or that of other teachers
- contribute to the whole school ethos by taking a leading role in displays throughout the school environment
- ensure you work in partnership with parents and keep them informed of their child's progress and attainment.

### **Other Responsibilities**

In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school. To ensure safeguarding procedures are followed to promote the welfare of all children.

### **Conditions of Service**

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the Governors.

### **Equal Opportunity**

The Postholder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.