

**Job Description:** KS2 Class Teacher

**Job Status:** Temporary

The post is subject to the following terms and conditions:

a. The terms and conditions for Teachers as set out in the Teachers Pay and Conditions Document that is current and any orders made under it.

b. The other terms and conditions set out in the various national collective agreements in force from time to time.

c. The Local Authorities Rules and conditions including any local agreement entered into with recognised trade unions.

d. The School's instrument and Articles of Government as appropriate.

e. The other conditions set out in this and any subsequent job description.

**Description of the Post: General Responsibilities**

 To be responsible for the teaching and welfare of children in a mixed ability 5 days per week.

 To maintain a high standard of education for all pupils whatever their academic, physical, cultural or emotional needs, with suitable educational programmes being developed and kept under review. To provide differentiated activities for the children according to their age and abilities and to ensure continuity and progression in all areas of the curriculum.

 To be fully conversant with and using APP in the subject areas required by the School. To organise Assessment Tests and the inclusion of test scores in the school’s tracking system. To undertake the termly tests and assessments carried out as part of school policy and as required professionally. To provide the results to the Administration Team by the deadlines set and to analyse results to indicate children needing extension or booster activities .To use tracking systems and results to select the most appropriate pupils for inclusion in the Target Group.To actively promote all aspects of AFL in the classroom.

 To provide a high standard of physical and emotional care.

 To be in school by 8.40am and to remain on the premises no later than 5.00 without the Head’s express permission.

Page 1 of 4

 To deliver teaching in accordance with the requirements of the professional Standards for Teachers; having due regard to the National Curriculum, the school philosophy, aims and objectives, curriculum policies and policies of the Governing Body and any specific directions from the Head. To act on Development Plan recommendations following performance management or other observations.

 To maintain adequate records of pupil’s progress and to ensure that appropriate preparation, planning and marking of work is carried out according to the School’s Marking Policy and the expectations set by the Head and Co-ordinators. To evaluate and monitor the pupil’s work on a systematic basis. To follow the principles of Assessment for Learning .To work in close partnership with your fellow colleagues (especially the Leads in Maths , Literacy and Science) to plan and improve the learning opportunities of the pupils .To prepare target record sheets for the end of each term and Progress Review Sheets for the half-termly meetings.

 To share in the responsibility for the well-being and discipline of all the School’s pupils within the framework of discipline agreed by Governors and staff.

 To take part as appropriate in the review and development of the activities relating to the curriculum, ethos, attitudes, environment and organisation of the whole school.

 To establish and maintain good relationships with parents, LA personnel and other agencies staff.

 To provide advice and support to parents about their child's development.

 To liaise with other colleagues and schools over new pupils or when pupils move to a new Key Stage or school. To hand over pupils to new teachers/schools with full academic and pastoral information. To prepare reports for other agencies as directed by the SENCO, Learning Mentor or Head teacher using the School’s preferred format. To ensure that appropriate academic assessments have been made prior to such meetings and the results are ready for the meeting.

 To provide guidance and support to colleagues working in school, in the implementation of curriculum guidelines, by INSET and meeting or working along-side teachers.

Page 1 of 4

 To be prepared to assist in taking assemblies when required. To remain in the assembly Hall during Assemblies. To present and maintain a list of class certificates and to send a copy to the Office. To ensure that a Certificate of Merit is awarded each week.

 To set exemplary classroom standards by personal practice. To provide an example to the children and non-teaching staff in both your work and attitude.

 To be valued for the contributions you make to the school and to the people and children who work in it.

 To receive PPA for at least 10% of your teaching time.

 To be an essential and supportive member of the team of educators in this school. To ensure the continuous provision of an atmosphere of co-operation, harmony, enjoyment and a sense of purpose throughout the school. To abide by the Staff Charter treating all in the school with courtesy and respect. To be confidential in all matters regarding the school, abiding by the prevailing National Code of Conduct and the confidentiality clause in the LA’s terms and conditions.

 To dress appropriately setting an example for the pupils and abiding by the spirit of the school rules ,acting on the advice of the headteacher when required.

**Specific Responsibilities**

 To participate in the School’s Performance Management Scheme; targets being set in the Summer/Autumn Term and reviewed no later than 31st October each year. The targets to be based on the current Professional Standards for Teachers and progress reviewed against these criteria. To assist the Head in reviewing this job description.

 To take an active role in school staff meetings and training days and to take an active role in promoting the success of the school as a whole and of your colleagues throughout the school.

 To attend relevant INSET meetings in order to keep yourself and the school up to date on curriculum developments and to liaise and work with advisors/curriculum agencies and other schools as appropriate and directed or expected by the Head.

 To organise the work and to supervise the classroom assistants in your class. To ensure that they are given clear and detailed instructions on the tasks to complete in supporting pupils within the class for every lesson, ensuring that

Page 1 of 4

control of learning progress is retained by you as the teacher. To manage the Teaching assistants to ensure they are delivering high quality provision, especially with regard to IEP’s and Target Group pupils.

 To remember that teachers are only effective educators if they can enjoy their job and that children learn most effectively when their learning is stimulating and fun.

**Accountability**

You are responsible directly to the head teacher. The Head is responsible to the Governing Body for your actions.

**Directed Time** - 1265 Hours

Regular briefings, meetings, CPD, meetings with parents are classed as directed time and all staff are expected to attend and in addition the production of Schemes of Work, policies, planning, and job appraisal, attendance at sporting events such as area sports/swimming if required.

It is recommended that you keep an annual record of hours.

**Review**

This job description should be reviewed annually as part of the schools commitment to valuing the role staff play in its success and the professional obligation the school has to their career development.

We are committed to ensuring that you receive the appropriate training, advice, and support to enable you to develop professionally during your time at the school.