

SCHOOL: Lowerplace Primary School

LOCATION: Rochdale

JOB DESCRIPTION

Current Job Title:	Class Teacher
Current Grade:	Main Scale
School/Service:	Lowerplace Primary School
Responsible to:	Senior Management
Responsible for:	Class
Hours of Duty:	Full Time
Any Special Conditions of Service:	<p>The School operates a No Smoking Policy for all its employees. The post holder will be required to attend occasional evening and weekend meetings.</p> <p>The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.</p>
DBS Disclosure Level:	Enhanced

This school/service is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Appointment to this post is subject to an enhanced Disclosure and Barring and background check, and Childcare Disqualification Check

PURPOSE AND OBJECTIVES OF THE POST

1. To be responsible for the progress and attainment and character development of all pupils in the class.
2. To be responsible for a subject area throughout the school.
3. To promote the ethos of the school and maintain its philosophy of education.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholders control.

Financial

To work in accordance with Financial Regulations and procedures of the **Lowerplace Primary School**.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the post holder.

To adhere to the School rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and others in accordance with **School's** Health & Safety policies and procedures and current legislation.

Equal Opportunities

To work in accordance with the Authority's/School's Policy relating to the promotion of Equal Opportunities.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's Appraisal Framework.

RESPONSIBILITIES

The post holder must:

1. Perform his/her duties in accordance with School's Equal Opportunities Policy.
2. Ensure that School's commitment to public service orientation and care of our customers is provided.
3. Be able to render an efficient service whilst undertaking the duties of this post.

PRINCIPAL DUTIES

- Teaching all areas of the primary curriculum
- Taking responsibility for the progress of a class of primary age pupils
- Organising the classroom and learning resources and creating displays to encourage a positive learning environment

- Planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class
- Motivating pupils with enthusiastic, imaginative presentation
- Keeping up to date with educational changes and developments
- Maintaining discipline and having high expectations of behaviour and attainment
- Preparing and marking work to facilitate positive pupil development
- Providing feedback to parents and carers on a pupil's progress at parents' evenings and other meetings
- Liaising with colleagues and working flexibly
- To maintain a regular system of monitoring, assessment, record keeping and reporting of children's progress
- To ensure that school policies are reflected in daily practice
- To liaise with outside agencies when appropriate
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures

SECONDARY DUTIES

- Coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area
- To plan and prepare lessons ensuring coverage and progression
- Organising the taking part in school events, outings and activities which may take place at weekends or in the evenings
- Working with parents and school governors
- Development of resources for the school
- Meeting with other professionals such as education welfare officers and educational psychologists, if required
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity
- To recognise health and safety is a responsibility of every employee, to take responsible care of self and others to comply with the schools health and safety policy and any procedures that apply to this role
- To be able to share relevant information with the SMT and governors.

To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of School, as may be determined by the School (or nominated representative) from time to time in consultation with the post holder and, if he/she so wishes, with his/her trade union representative.