

# St George's Central CE Primary School and Nursery



## JOB DESCRIPTION

### 1. INTRODUCTION

- 1.1 NAME OF POSTHOLDER:** \_\_\_\_\_
- 1.2 JOB TITLE:** KS2 Class Teacher
- 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 Teachers' 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.  
With the Headteacher and Senior Leaders you will support and develop new initiatives, including curriculum development, CPD and extended schools work, as appropriate.  
To be responsible, and take ownership, for securing high standards of achievement, personal development and well-being, leadership and management and quality of provision for all pupils in the school.
- 1.4 Line Management:** Reporting to – Headteacher, Deputy Headteacher, Assistant Headteachers
- 1.5 Liaising With:** Headteacher, Senior Leadership Team, Teachers, Support Staff, Parents, Governors
- 1.6 Salary Scale:** QTPS
- 1.7 Working Time:** Full time as specified within the School Teachers' Pay and Conditions Document
- 1.8 DBS check:** Enhanced

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## 2. SCHOOL ETHOS

- 2.1 Work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.
- 2.2 Attend, take part in and lead acts of collective worship in accordance with school policy.
- 2.3 Provide Religious Education in accordance with the agreed syllabus.
- 2.4 Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety and wellbeing.
- 2.5 Promote the school and celebrate its success at every opportunity.
- 2.6 Ensure the well-being and personal development of children within the KS2 department.

## 3. CURRICULUM PLANNING AND PROVISION

- 3.1 Help develop and maintain a curriculum in line with the National Curriculum and school policies to meet the needs of individual children within your class.
- 3.2 Work with other members of staff to ensure that the extremes of the ability range are catered for within the curriculum.
- 3.3 Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- 3.4 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.
- 3.5 Demonstrate knowledge of strategies for ensuring inclusion in curriculum provision.

## 4. TEACHING AND LEARNING

- 4.1 Produce coherent lesson plans which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners and a growth mindset.
- 4.2 Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- 4.3 Present appropriately challenging subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- 4.4 Develop, maintain and use resources appropriate to chosen learning objectives.
- 4.5 Ensure the effective deployment of teaching assistant support in the classroom.
- 4.6 Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
- 4.7 Create and maintain an orderly, safe, stimulating and informative classroom environment.
- 4.8 Maintain good practice and implement changes in accordance with developments in educational theory and practice.
- 4.9 Set pupil targets, assess progress and maintain records in accordance with school policy.
- 4.10 Play a significant role in creating and maintaining a climate which promotes and secures good teaching, effective learning, high standards of achievement and good behaviour throughout Nursery and Reception.
- 4.11 Implement the curriculum and its assessment; monitor and evaluate practice within KS2 in order to identify and act on areas for improvement.
- 4.12 Actively promote the application of English, Maths and Computing across the curriculum for all KS2 pupils.

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- 4.13 Help to create and implement positive strategies to celebrate diversity and to promote good race relations.
- 4.14 Help to ensure that pupils in KS2 develop study skills in order to learn more effectively and with increasing independence.

## 5. PASTORAL CARE

- 5.1 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.
- 5.2 Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behaviour.
- 5.3 Alert senior management of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.
- 5.4 Ensure a class code of conduct is implemented following appropriate consultation with pupils and relevant staff.
- 5.5 Maintain a system of rewards and sanctions which follows school policy and is understood and appreciated by pupils and parents.

## 6. PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING

- 6.1 Report appropriately to parents on the needs and progress of their children.
- 6.2 Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.
- 6.3 Support the work of the PTFA.
- 6.4 Uphold the school's well-established links with the local community and cluster of schools, the LA, Diocese and other external agencies.
- 6.5 Liaise with staff, parents, governors, external agencies and other schools and nursery settings to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- 6.6 Actively seek opportunities to develop effective relationships with the community to extend the curriculum and to enhance teaching and learning in KS2.
- 6.7 Create and maintain an effective partnership with parents of pupils in the Early Years to support and improve pupils' achievement and personal development.
- 6.8 Ensure that parents and pupils are well-informed about all relevant matters.
- 6.9 To lead parents' meetings/workshops in consultation with the Headteacher.

## 7. APPRAISAL AND PROFESSIONAL DEVELOPMENT

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

## 8. LEADERSHIP RESPONSIBILITIES

- 8.1 To contribute to whole-school aims, policies and practices, including those in relation to school self-evaluation, behaviour, discipline, bullying, health and safety, child protection and race equality.
- 8.2 To have responsibility and devolved leadership under the direction of the Headteacher for the strategic leadership and management of a given subject area (as appropriate).

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- 8.3 To establish resource needs and take responsibility for managing a budget of likely priority expenditure in a subject area (as appropriate).
- 8.4 To allocate, deploy and maintain resources to ensure value for money in a subject area (as appropriate).
- 8.5 To support the Headteacher and work with other phase leaders in developing positive working relationships with, and between, all pupils and all staff.
- 8.6 To ensure consistent implementation of school behaviour and discipline policy.
- 8.7 To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
- 8.8 To use data effectively to establish clear and challenging targets for pupil achievement and improvement, including SEN, more able, pupils with English as an additional language, Pupil Premium children and other learning groups as appropriate and identified.
- 8.9 To write an annual action plan and to monitor and evaluate it against the success criteria and to use this to identify future priorities for development in your subject area as part of the whole school plan (as appropriate).
- 8.10 To maintain effective communication with governors ensuring they are well informed about subject plans, policies and priorities (as appropriate).
- 8.11 To ensure the effective teaching of pupils by overseeing planning, preparation and assessment, and by any other appropriate evaluative activity.
- 8.12 To be involved with the organisation of special assemblies, performances, school trips and other events.

## 9. OTHER PROFESSIONAL RESPONSIBILITIES

- 9.1 Take on specific tasks related to the day to day administration and organisation of school as requested by the Headteacher.
- 9.2 Take on any additional responsibilities within KS2 which might from time to time be determined.

## 10. 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)

Date.....

Signed..... (Headteacher)

Date.....

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