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| LOSTOCK PRIMARY SCHOOL **Class Teacher Job Description**  F:\School Office\Moller Sharon\Templates\Logos (Nov 2014)\lostock_logo_high_res.png |

**JOB DESCRIPTION - CLASS TEACHER**

**Post:** Classroom Teacher

Subject Leader Area: TBC

**Responsible To:** Headteacher

**Main Purpose of the Job:**

To provide an effective, meaningful and enjoyable education for the children by teaching it in the framework provided by the LA and the Governing Board and with regard to all statutory requirements and most importantly the needs of the children.

**Principal Responsibilities:**

To fulfil the current conditions of employment for school teachers contained in the School Teachers’ Pay and Conditions document, the 1998 School Standards Framework Act, the required standards for Qualified Teacher status and other current legislation.

**Main Duties and Activities:**

1. Those duties listed in the current Teachers’ Pay and Conditions document.
2. To fulfil the School's curriculum policies (reflecting policies on multi-cultural education, gender, equal opportunities, PSHE and citizenship issues) and to implement the requirements of the National Curriculum.
3. To teach Religious Education in accordance with the Locally Agreed Syllabus (the Headteacher and Governing Board need to be informed in writing if withdrawal from this duty is required).
4. To provide an interesting and effective learning environment for the children.
5. To attend staff development initiatives set up by the School and the Authority.
6. To involve parents in their children's learning.
7. To be an effective team member liaising where appropriate with all staff.
8. To have a positive, caring and encouraging attitude toward the children which enables them to reach their full potential and to foster a joy in learning and life.
9. To take responsibility, along with other members of Lostock Primary School staff, for safeguarding the welfare of pupils.

**General Duties and Activities:**

* + - 1. To be responsible for the teaching of any mixed ability class of children within the primary school age range 4 - 11.
      2. To teach all areas of the curriculum, using a child centred approach.
      3. To plan a series of study units which will ensure curriculum balance, continuity and breadth in accordance with the whole school curriculum strategy.
      4. To keep a detailed daily plan of intended teaching and learning and prepare materials and resources accordingly.
      5. To incorporate a variety of teaching and classroom management strategies appropriate to different teaching contexts and the changing needs of the children.
      6. To encourage a high and consistent standard of children's work and to set an example by the high quality of classroom display of children's efforts. All children should have their work displayed.
      7. To respect the children and maintain firm but friendly discipline.
      8. To understand, and act upon, the personal and social needs of the children.
      9. To keep full up-to-date records of children's progress in line with school policy.
      10. To undertake continuous assessment of the children in line with school policy.
      11. To work as a member of a team, attend staff meetings and be prepared to take part in the decision making process.
      12. To help with displays around the school and to keep the general school environment attractive, tidy, stimulating and welcoming.
      13. To take class assemblies in rotation with other teachers.
      14. To share in all necessary duties.
      15. To participate in the partnership between parents, school and community.
      16. To communicate and relate to others - both children and adults.
      17. To take an active part in school life beyond the classroom.
      18. To take responsibility for an area (or areas) of the curriculum.
      19. To put into practice the principles of equal opportunity.
      20. To observe at all times Teachers’ Standards.

**Main Duties and Responsibilities as a Subject Leader/Member of a School Improvement Plan Action Team:**

1. To take an active part in the development and implementation of the School Improvement Plan.
2. To formulate, plan and write (in consultation with other teachers) guidelines for their subject, ensuring appropriate breadth, continuity and progression, learning objectives and strategies and assessment opportunities and ensuring that it is well resourced.
3. To be responsible for resources (both consumables and hardware) undertaking regular audits and keeping centralised resources tidy and manageable.
4. To complete an annual audit and subject action plan.
5. To be a consultant and advisor to colleagues, keeping staff aware of training opportunities and updating them with information.
6. To monitor the subject throughout school following the School’s Monitoring and Evaluation Policy and code of conduct and to feedback to staff.
7. To remain up-to-date with current thinking and legislation about the subject.
8. To liaise with relevant outside agencies.

**Specific Responsibilities Relating to Year Group and Subject Leader Role:**

These are to be determined based on the specific year group and subject leader role agreed at interview.

**Statement about Professional Development:**

The school’s motto is “Aim High, Together We Will Fly”. The school is a learning organisation for all its members and seeks to promote professional development at every level, in accordance with the Appraisal Policy and School Improvement Plan.

**Statement of Other Duties and Responsibilities:**

Further duties and responsibilities may from time to time arise as required by the Headteacher.

**Renegotiation**

This job description will be reviewed annually.

**Emergency** **Management Plan**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you could be required to assist, or assist others, in the continued maintenance or delivery of key Council services and of support to the community. This could require working outside of routine working hours and could entail working from places other than your normal place of work.

NB. Emergencies requiring activation of the Bolton Council Emergency Management Plan only occur very infrequently. If you are asked to respond to an emergency, your personal circumstances at the time will be taken into account.

**Work Related Circumstances**

The school and the LA operate a no smoking policy

**Customer Care**

* To provide quality services which are what our customers want and need.
* To give customers the opportunity to comment or complain if they need to.
* To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

**Develop Oneself and Others**

* To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan.
* To be ready to share learning with others.

**Valuing Diversity**

* To accept everyone has a right to their distinct identity.
* To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation.
* To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

**Safer Recruitment**

This School/local authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service, in the future, registration with the Independent Safeguarding Authority.

**Health & Safety**

To operate safely within the workplace with regard to Health & Safety legislation.

**Confidentiality**

An acknowledgement of the need to maintain confidentiality at all times, and understand the protocols of the management and sharing of information.

**Energy Efficiency**

To promote energy efficiency within your own area or activity.

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Staff member signature Date

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Headteacher Date