# Cofton Primary School

**Job Description**

**Job title:** Class Teacher (Post ECT/NQT)

**Salary grade:** Main Range (+ UPR)

**Responsible to:** Head Teacher

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| JOB PURPOSE |
| * To be a supportive, innovative, effective and proactive member of the school staff. * To work with the Head Teacher, leadership team and with governors to help to shape the future vision of the school, which motivates and inspires pupils, staff and others to raise the quality of teaching and learning, so all children make at least good progress, achieving their full potential in their journeys to be ‘happy and successful.’ * To comply with all school policies, practices and procedures. |

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| DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE |
| To undertake the professional duties of a teacher and subject leader (non-core), as outlined in the Teachers’ Pay and Conditions Document, including those duties particularly assigned to him or her by the Head Teacher. |

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| MAIN DUTIES AND RESPONSIBILITIES |
| **Leadership and Management Role**   * To lead a non-core area of the curriculum. * To keep up to date with educational initiatives within your non-core area of responsibility, ensuring staff are kept informed, as appropriate.   **Staff Development Role**   * To provide effective leadership in staff development through the promotion of training and by providing support, encouragement and advice to staff in a non-core area of the curriculum.   **Teaching and Curriculum Development Role**   * To play a full and active part in the shaping of the school ethos and the raising of standards. * To actively promote the wider school curriculum and extra- curricular activities.   **Professional Development**   * To participate fully with arrangements made in accordance with Performance Management Regulations. * To attend staff training sessions. * To keep up to date with relevant developments in education, ensuring these are also reflected in the school’s policies and procedures. * To regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and wellbeing, refining your approaches where necessary. * To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school, or as developed as an outcome of your performance management.   **Communication**   * To support the Head Teacher in developing and maintaining an efficient and effective network of communication, both internally and externally.   **Community**   * To establish positive working links with parents, Governors and local community in order to articulate and enhance the aims of the school and to contribute to the enrichment of the pupils’ curriculum. * To support and promote an ethos which recognises, values and celebrates a variety of traditions and cultures; and which entitles a pupil to equality of opportunity. |

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| GENERIC RESPONSIBILITIES FOR ALL TEACHERS |
| * To ensure consistently high quality learning experiences for all pupils, which meets internal and external quality criteria. * To teach pupils according to their educational needs, making reasonable adjustments, ensuring they make at least good progress. * To use a variety of appropriate teaching methods that will stimulate effective learning. * To promote the general progress , wellbeing and safeguarding of both individual pupils and the class as a whole. * To actively and consistently promote safeguarding for all pupils, staff, volunteers, parents and visiitors at all times. * To assess, record and report on attendance, progress, development and attainment of pupils and keep such records as are required by school, the Local Authority and national statutory policies. * To consistently use the school’s ‘Marking and Layout Policy’ effectively, giving written, verbal and diagnostic feedback as necessary, in order to support pupils making the best possible progress. * To quickly alert the appropriate staff to problems experienced by pupils and make recommendations as to how these can be resolved. * To work with and deploy support staff effectively, in order for pupils to make maximum progress. * To complete the relevant documentation to assist in the tracking of pupils. * To track pupil progress and use information to inform future teaching and learning. * To communicate effectively with parents/carers, where appropriate. * Where appropriate, to communicate and co-operate with persons or organisations outside of the school. * To take part in marketing and liaison activities, such as parents’ evenings, open days etc… * To apply school behaviour management systems in order that effective learning can take place. * To actively play a full part in the life of the school, support the school aims and ethos and encourage staff and pupils to follow this example. * To support the school in meeting the legal requirements for collective worship. * To actively follow and promote all school policies and procedures. * To be proactive in seeking advice if there is any uncertainty regarding any policy or procedure. * To identify and pursue opportunities for professional development. * To comply with the school’s Health and Safety Policy, undertaking risk assessments, as appropriate. * To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. * To lead and attend assemblies, register and supervise pupils appropriately, as necessary. * To support with lunchtime duties, if necessary, at the direction of the Head Teacher. |

**To undertake any duties as reasonably requested by the Head Teacher.**

This job description will be reviewed regularly and may be subject to modification and amendment, after consultation with the post holder.

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| Job description issued, after consultation by  ………………………………………………………………………………………………………..(HT) |
| Agreed by  …………………………………………………………………………………………………………(Teacher)  Date ……………………………………………………………….. |