

The Blake CE Primary School

Key Stage 1 & 2 Class Teacher

Job Description

This job description should be read in conjunction with the current School Teacher's Pay and Conditions Document and the provisions of that document will apply to the postholder. A copy of this is available on the www.teachernet.gov.uk website.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, or other Senior Leader if appropriate.

The job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

MAIN RESPONSIBILITIES

In addition to the duties outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation, you will be responsible for the following:

TEACHING:

The teaching of pupils in a Key Stage One or Two class
. to plan, prepare and review activities and lessons which promote high quality teaching and learning in the school;

- . to teach according to the educational needs of the children in the class;
to mark, assess, record and report on the development, progress and attainment of the children;
- . to promote the general progress and well-being of individual pupils;
- . to liaise with the headteacher and the special needs co-ordinator regarding any concerns about a child's progress and development;
- . to communicate and consult with parents of the children whenever necessary or required by the Head Teacher;
- . to participate in meetings arranged for any of the purposes outlined above;
- . to participate in arrangements for further training and professional development as a teacher.

WHOLE SCHOOL RESPONSIBILITIES

- . to participate in staff meetings, inset meetings and department meetings which relate to the general well being and development of the school;
- . to advise and co-operate with the headteacher and other staff members on the preparation and development of policies, schemes of work, teaching materials, methods of teaching and assessment and pastoral arrangements;
- . to maintain good order and discipline among the children and safeguarding their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.

CURRICULUM MANAGEMENT

To lead and manage a curriculum area throughout the school.

GENERAL RESPONSIBILITIES

Taking appropriate responsibility for one's health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with your line manager.