



**The Federation of
Colvestone Primary School & Thomas Fairchild
Community School**



Job Description

Post Title: Class Teacher

Grade: MPS

Responsible to: Executive Head teacher/Head of School

Main Activities and Responsibilities

The post holder will take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below.

1. Duties

- 1.1 The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively
- 1.2 This job description sets out the duties to be undertaken and performed to the satisfaction of the headteacher and governing body by the post holder in the role of 'Class Teacher'.

2. Particular Specific Responsibilities

1. The postholder is responsible to their line manager for his/her duties, responsibilities and teaching tasks.
2. The postholder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
3. The postholder will be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
4. The postholder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Headteacher.



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3. General Responsibilities

1. Teaching all pupils in your class according to their educational needs and acknowledging that every lesson counts.
2. Creating a well ordered and secure environment that will ensure the educational well-being of individual children within the group.
3. Making effective use of ICT to enhance learning and teaching.
4. Undertaking careful planning and delivery of the curriculum.
5. Ensuring careful and ongoing assessment of the pupils learning to inform further planning.
6. Ensuring that the curriculum is differentiated to mean that tasks and activities are matched to the ability of the children and henceforth allowing them to make progress at the right pace and level.
7. Completing all assessments and records as determined by school policy in a timely fashion.
8. Working with school leaders to track the progress of individual children and intervene where pupils are not making progress.
9. Working with school leaders to complete and teach individual pupil plans where pupils have specific needs. (IEPs)
10. Ensuring that equal opportunities are implemented in the classroom and throughout the school.
11. Developing and maintaining positive relationship with parents, which involve them actively in the classroom and in the learning process.
12. Participating in planning and staff meetings.
13. Contributing to the whole school ethos by taking a leading role in display particularly in own classroom and designated whole school areas as agreed with the headteacher.
14. Contributing towards the development of the school and implementation of whole school policies.
15. Contributing and co-operating with other staff and professional agencies as appropriate to the needs of the children.
16. Undertaking in-service training for further development as a teacher.



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17. Undertaking other duties, which may be reasonably assigned by the Headteacher to ensure the smooth running of the school.

4. Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

Key Organisational Objectives

The Postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

Conditions of Service

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

Special Conditions of Service

The Postholder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings, etc), with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.