



## Ashmole Primary School

<b>JOB TITLE:</b>	Classroom Teacher
<b>GRADE:</b>	Teachers' Pay Scale (Main or Upper)
<b>RESPONSIBLE TO:</b>	Head Teacher
<b>PURPOSE OF JOB:</b>	To deliver high quality teaching and learning to pupils who are assigned to the post holder.

### EMPLOYMENT DUTIES:

The job description should be considered with due regard to the Academy's Trust staffing structure and the Academy's Trust corporate plan.

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#### Main duties

The job description is to be performed in accordance with the School Teachers' Pay and Conditions Document.

#### Responsibilities

- Be responsible for the quality of teaching and learning of all pupils who are assigned to the post holder.
- To adhere to school policy in the planning, teaching and evaluation of learning.
- To manage the organisation of the classroom and the time allotted to curriculum subjects and activities, to ensure that the whole curriculum is broad and balanced and follows the school, Ashmole Academy Trust and national policies.
- To have particular regard to the individual needs of each child in the class and to give appropriate help.
- To keep up to date with curriculum initiatives and to modify classroom practice and/or teaching strategies as appropriate.
- To maintain appropriate records in line with school policy.
- To prepare and assess work produced.
- To communicate with support staff, supply teachers, learning assistants and parent helpers to give guidance on work to be undertaken.
- To alert co-ordinators of needs and problems which arise and to contribute to school policy developments.
- To work as part of a team, contributing to staff meetings and Governors meetings if required.
- To take appropriate action to ensure the safety and well being of all working in the classroom, with reference to Health and Safety and policies.
- To support the school ethos in all parts of the school.
- To seek appropriate in-service training in consultation with the INSET co-ordinator.
- To carry out other duties such as the Headteacher might reasonably require.
- Supervise the work of any support staff, including higher level teaching assistants and support teachers, who are assigned to work with the post holder's pupils.
- Provide leadership across the school in a designated subject or curriculum area, this to include:
  - i) monitoring quality and standards
  - ii) contributing to school planning and self-evaluation
  - iii) providing professional support to other teachers and support staff
  - iv) advising the headteacher on appropriate resources and materials
  - v) leading appropriate professional development.



- To safeguard and promote the welfare of children.

### **Job context**

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

- to prepare and update schemes of work/guidelines; to keep up-to-date in this area and disseminate information, including legal/national requirements.
- to guide and support other staff in implementing the curriculum by meeting with teams or individuals, as appropriate, to give advice on planning, teaching, monitoring and evaluating.
- to monitor progress and evaluate the effectiveness of planning, teaching assessment and record keeping in the subject area.
- to maintain and organise resources for the subject area.
- to ensure that staff are aware of the availability, location and correct use of resources.
- to prepare orders for new resources, after discussion with staff and the Headteacher when appropriate and to evaluate needs, acting within a given budget and the school development plan.
- to seek appropriate in-service training, to keep up-to-date with recent developments and to facilitate giving a lead to others.
- to monitor coverage and standards within the subject area ensuring consistency with the National Curriculum.
- to support staff through team teaching and/or demonstrating good practice.

For newly qualified teachers, subject leadership will be taken by his/her line manager during the first year of employment at the school.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, teachers at UP3 will:

- provide a role model for professional practice in the school
- make a distinctive contribution compared with other teachers
- contribute effectively to the wider team.

### **Review of duties**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

**September 2016**