

FEDERATION OF GROVE HOUSE & KING'S PARK INFANT SCHOOLS



CLASS TEACHER JOB DESCRIPTION

Responsible to: Executive Headteacher

Teachers who are part of the Federation of Grove House and King's Park Infant Schools are expected to ensure high quality education for all pupils in their care. It is expected that they will improve the quality, learning and standards of achievement for all pupils in their care. Furthermore, they should conduct themselves in an appropriate professional manner at all times in order to support and foster the aims of the Federation. Teachers should carry out the duties listed below in accordance with the Teachers Pay and Conditions Document (updated 2016).

TEACHING

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Mark and monitor work, providing constructive feedback and next steps, and set targets for pupils' progress.
- Participate in arrangements for preparing pupils for external examinations.

WHOLE SCHOOL/FEDERATION ORGANISATION, STRATEGY AND DEVELOPMENT

- Contribute to the development, implementation and evaluation of the school/Federation's policies, practices and procedures in such a way as to support the Federation's values and vision.

- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

HEALTH, SAFETY AND DISCIPLINE

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

MANAGEMENT OF STAFF AND RESOURCES

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

PROFESSIONAL DEVELOPMENT

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

COMMUNICATION

- Communicate with pupils, parents and carers.

WORKING WITH COLLEAGUES AND OTHER RELEVANT PROFESSIONALS

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

OTHER PROFESSIONAL REQUIREMENTS

- Set a good example to pupils through presentation, personal and professional conduct.
- Uphold the Federation's behaviour policy.
- Establish and maintain effective and professional working relationships with colleagues.
- Keep up-to-date with current educational developments and practice.
- Undertake other duties as the Headteacher may reasonably direct.