



## JOB DESCRIPTION CLASS TEACHER

Each teacher is responsible for carrying out the duties of a teacher as set out in the current copy of *The School Teacher's Pay and Conditions Document*. Specific duties of a teacher at Ashton West End Primary Academy are detailed below.

NQTs will not have a subject leader responsibility

### **JOB PURPOSE:**

- To have a commitment to the Academy's Teaching and Learning Policy.
- To ensure effective education of the children for whom you have group/class responsibility – spiritually, morally, emotionally, intellectually, aesthetically and physically.
- To ensure development of children and colleagues through a particular area of responsibility.
- To ensure that all safe guarding policies and procedures are followed.

### **KEY TASKS:**

1. To prepare and implement an agreed programme of work which:
  - Takes into account the needs of each child through differentiation of expectation/task
  - Considers the needs of the child in all aspects of development
  - Fulfils the foundation and national curriculum
  - Is in line with all agreed school policies
  - Motivates the children to learn independently and with self confidence
  - Have an awareness of decisions made by central and local government, the governing body and other outside support agencies
  - Has a commitment to first hand experiences/curriculum enrichment and the celebration of children's contributions.
2. To assess and evaluate the children's work and provide pupil profiles/records of achievement which:
  - Are in line with foundation and national curriculum requirements
  - Enable the tracking and monitoring of progress and inform the setting of annual targets
  - Form the basis of professional dialogue with colleagues, parents, governors, support agencies and other schools.
  - Are filed and available (on request) to parents.
3. To ensure that all children within the teaching class/group have equal access to the experiences and opportunities provided.

4. To take an active part in staff/team meetings and working parties relevant to team and whole school issues. To actively promote and implement whole school policies.
5. To have high expectations of the children in work, attitude and behaviour.
  - Being a good role model in all personal qualities according to the principles of the academy.
  - Fostering the positive self-image of each child through praise and encouragement.
  - Respecting each child and ensuring children know they are valued.
6. To inform your team leader, SENCO, Child Protection Co-ordinator, Headteacher of any cause for concern to children or colleagues.
7. To continue personal and professional development by working in partnership with your team leader and the C.P.D. coordinator.
8. To deliver after school activities as part of a wider school commitment.

### **Other Tasks**

1. To take responsibility for your designated curriculum/pastoral area in order to achieve consensus in agreed priorities.
2. To be responsible for coordinating action to achieve agreed targets in your curriculum subject.
3. To analyse and interpret relevant national, local and school data, research and inspection evidence, to inform policies, practice, expectations, targets and teaching methods.
4. To lead the staff in the writing of an appropriate policy for your area of responsibility. To monitor and evaluate the implementation of that policy. To review it in line with changed circumstances or as considered appropriate by yourself and the headteacher.
5. To ensure that there is an appropriate long term plan and scheme of work for all staff to follow. To assist the headteacher to monitor planning to ensure continuity and progression.
6. To monitor the learning and teaching in your area of responsibility in consultation with the headteacher and the leadership team.
7. To ensure that assessment is an integral part of planning and check that it is being carried out and recorded effectively so that its outcomes are being used to inform future teaching and learning.
8. To ensure that all staff are kept informed of developments in your area of responsibility in order to identify training needs.
9. To consult with the Headteacher and Health and Safety Director to conduct a risk assessment review encompassing your area of responsibility.
10. To liaise with the SENCO as appropriate.
11. To be responsible for the provision, availability and accessibility of appropriate resources.
12. To be responsible for the budget for your area of responsibility.
13. To liaise with other schools to share best practice, as appropriate.
14. To report to the Curriculum Committee.

**Some of the above tasks will not apply to NQTs.**