

Job Description

Job title:	Class Teacher (Subject Coordinator - Subject to be confirmed)
Responsible to:	Assistant Headteacher
Responsible for:	Pupils in the class(es) assigned to you.
Salary Scale:	MPS/UPS

Purpose

To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document and the expectation of Standards for Teachers as defined by the DFE

At Millbrook Combined School these duties have been interpreted and agreed as follows:

Teaching and Learning

- Planning and preparing lessons.
- Teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of work.
- Assessing and recording the development, progress and attainment of pupils.
- Securing and sustaining effective teaching of the curriculum, evaluate the quality of learning and standards of children's achievements and take action to improve the quality of provision.
- Ensuring curriculum coverage, continuity and progression for all children
- Ensuring that teaching assistants (TAs) understand and communicate learning objectives and sequence teaching and learning activities well
- Ensure that resources are used efficiently, effectively and safely
- Ensure effective and efficient management and organisation of learning resources including ICT
- Use accommodation effectively to create a stimulating environment
- Ensure a safe working and learning environment

Other activities:

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
- Providing guidance and advice to pupils on educational and social matters; making relevant records and reports;
- Making records of and reports on the personal and social needs of pupils;
- Communicating and consulting with the parents of pupils;
- Communicating and co-operating with persons or bodies outside the school;
- Participating in meetings arranged for any of the purposes described above;

Assessments and reports:

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

Educational methods:

- Advising and co-operating with the head teacher, teachers and other staff on the preparation and development of teaching materials, methods of teaching and assessment and pastoral arrangements;

Discipline, health and safety:

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Administration:

- Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- A teacher should not routinely undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Subject Responsibilities

Contributing to school improvement and raising standards of achievement in a Foundation Subject area by:

- Providing professional leadership and management for the agreed subject area to secure high quality teaching, effective use of resources and improved standards of learning and achievement.
- Working with the Local Authority Adviser and other organisations beyond the school for the benefit of pupils and staff.
- Keeping under review and up to date a policy statement for the designated subject area. Ensuring the formulation of curriculum plans (schemes of work) for the subject are in accordance with whole school policy and National Curriculum requirements.
- Advising and supporting colleagues in implementing the policy and plans (schemes of work) in terms of content, skills, organisational strategies, teaching methods, assessment and resources.
- Preparing a detailed annual plan.
- Consulting other subject co-ordinators to ensure effective cross-curricular provision.

Specific Tasks and Responsibilities for a Nursery Teacher

- Ensure the formulation of curriculum plans (schemes of work) for the nursery in accordance with whole school policy and national requirements.
- Advising and supporting support staff in implementing the policy and plans (schemes of work) in terms of content, skills, organisational strategies, quality of learning and teaching methods, assessment and resources for the nursery.
- Creating and maintaining a climate of positive attitudes and confidence in teaching and learning within the nursery team.
- Keeping abreast of current developments in the nursery curriculum by attending relevant INSET courses, conferences, reading appropriate literature and seeking external advice.
- Working with Foundation Stage Team Leader to assess children's needs, to develop and implement IPMs.
- Ensure that early assessment is undertaken thoroughly and involves parents to establish children's stage of development on entry to the Foundation Stage.

Performance Management:

- Participating in arrangements made in accordance with statutory regulations made under section 131 of the Act for the appraisal of performance and that of other teachers;

Review, induction, further training and development:

- Reviewing from time to time methods of teaching and programmes of work;
- Participating in arrangements for further training and professional development as a teacher which aim to meet needs identified in appraisal objectives or in appraisal statements;
- In the case of a teacher serving an induction period (NQT) pursuant to the Induction Regulations, participating in arrangements for supervision and training;

Staff meetings:

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Management:

- Taking such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

Other Duties

- Carry out any other duties as the Headteacher may be reasonably direct.
- This job description will be reviewed on an annual basis as part of the school's performance management arrangements. It may be amended at any time after consultation with you.

Signed _____ Member of Staff

Date _____

Signed _____ Headteacher

Date _____