



Burstwood Primary School

Job Description – Primary Class Teacher

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the current Education Act, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

A. Strategic direction and development of National Curriculum provision in the school – with the support of, and under the direction of the Principal and Vice Principal(s) to:-

- Contribute and maintain the positive ethos of the school in which all pupils have access to a broad, balanced and relevant curriculum;
- Analyse and interpret relevant school, local and national data relating to their own class and advise the Principal on the level of resources required to maximise achievement;
- Liaise with other staff, parents/carers and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision within their class;
- Consider the views of both pupils and parents/carers and respond appropriately

B. Teaching and learning – to:

- The Teacher should take full responsibility for the education, care and welfare of a Class
- Support the identification, integration and provision for pupils with additional educational needs;
- Develop a classroom environment and teaching practice which secures good or outstanding learning across the breadth of the National (including Foundation Stage) Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;
- Evaluate the effectiveness of their teaching and learning by work analysis and use these analyses to guide future improvements;
- Ensure setting of realistic and challenging expectations for pupils in their class
- Liaise effectively with staff to ensure the successful transition of pupils through the school
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole;

C. Relationships with staff – to:-

- Achieve constructive working relationships with all staff
- Direct, organise and manage the work of support staff within the classroom,
- Provide regular information to senior staff on class progress;
- To assume responsibility for a curriculum area (or shadow where appropriate)

D. Effective deployment of staff and resources – to:

- Maintain and develop class resources, co-ordinate their deployment and monitor their effectiveness in meeting the class objectives;

E. General – to:

- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- Take on any additional responsibilities which might, from time to time, be determined.
- Take part in assembly presentations, school and class productions

F. School specific responsibilities and tasks:

To assist the Curriculum Leader responsible for the following:

- Write and update policy document and 8 year plan
- Produce curriculum development plan and bids as part of the School Development Plan
- Liaise with Link Trustee
- Maintain and evaluate standards and report to Trustees, including writing a Subject Leader Report
- Co-ordinate and monitor pupil curriculum records and maintain the Curriculum Folder
- Liaise with staff on curriculum requirements, order and maintain resources
- Keep up-to-date with the curriculum area by attending courses and personal reading
- Co-ordinate staff training, leading workshops and meetings
- Advise colleagues on planning methods and strategies to ensure high standards of teaching throughout the school
- Assist Principal and Leadership Team in monitoring and evaluating teaching and learning in accordance with Bursted Wood's procedures

This job description may be amended at any time after discussion with you but, in any case, will be reviewed annually.