

FISHERGATE PRIMARY SCHOOL - JOB DESCRIPTION

MAINSCALE TEACHER YEAR 3/4



Job Title: Class teacher for Year 3/4

Responsible to: Key Stage Leader (Dani Rees) and the Head Teacher (Tina Clarke)

Professional duties:

You are required to carry out the duties of a schoolteacher in accordance with the provisions of the current School Teachers Pay and Conditions Document and the Standards for Teachers September 2013.

Classroom responsibilities:

- To take responsibility for the education and welfare of a class of Year 3/4 children and to work with groups of children from other classes by arrangement with the Head Teacher.
- To work within the curriculum policies of the school, having due regard to the requirements of the National Curriculum, the school's aims and objectives, and any policies of the Governing Body.
- To prepare material, plan work and set up learning situations which are appropriate to the needs of individual children; setting, and aiming to achieve, the highest possible standards for each child.
- To prepare a detailed termly forecast of work and to have this available for scrutiny on request.
- To keep detailed weekly/daily teaching plans of class activities and children's learning experiences which are presented to the head teacher or Key Stage Leader on request.
- To assess, record and report on the development, progress and attainment of children in accordance with the school policy. To maintain a record of each child's progress and attainment using the school's tracking system each term and use continuous assessment to plan next steps and set targets for children.
- To identify children with Special Educational Needs and inform the SENCO.

- To provide a stimulating well-ordered learning environment.
- To be responsible for the pastoral care, discipline and guidance of children in your class.
- To meet parents and discuss the educational needs and progress of their children at arranged parents evenings each term. Teachers should make themselves available whenever required in addition to this to discuss concerns or share achievements with parents/carers.
- To organise and take part in educational visits for pupils, making the best possible use of the locality and community to enrich learning.
- To make opportunities for involving the children in the life of the community surrounding the school.

Curriculum responsibilities:

- To manage and administer the co-ordination of the following areas throughout the school.
- To review and develop curriculum policies in the above subject(s).
- To monitor and evaluate the quality of planning in the subject(s) by other teachers.
- To observe teaching in the subject(s) in order to evaluate strengths and areas for further development or the impact of school improvement work.
- To evaluate relevant assessment information for individuals, groups or cohorts.
- To suggest issues in the subject(s) for further development and maintain an up to date Subject Action Plan.
- To review and co-ordinate the usage of resources in the subject(s) and prepare budget request sheets for the start of the financial year.
- To provide advice and support for new staff in the subject(s).
- To report on progress, achievement and standards in the subject(s) to staff, governors or parents.

- To arrange and promote relevant subject activities to promote pupils' enthusiasm and interest.
- To keep up to date with current thought and practice by participating in further training and professional development.

General responsibilities:

- To be aware of the building and surroundings, helping to keep a safe, tidy and attractive environment.
- To attend staff meetings relating to the curriculum, administration or organisation of the school and thus support and help colleague.
- To attend assemblies led by visitors to the school and lead assemblies on an agreed rota with other teachers.
- To share in the corporate responsibility for the well-being and discipline of all pupils.
- To make a positive contribution to the wider life of the school, for example running an extra-curricular club, and maintain a reflective approach to personal professional development.
- To take part in an annual cycle of Appraisal as set out in the school's Appraisal and Pay Policies.

Arrangements for Review

This job description will be reviewed jointly by the head teacher/appraiser and the post-holder at least once, usually at the start of each academic year.

Signed Head teacher

Date

Signed Post Holder

Date