



Rokesly Infant and Nursery School
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Head teacher: **Grant Bright**

Full time Class teacher with Responsibility for English

(Main scale with TLR for English) required for September 2021

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document relevant to a Class Teacher. The post is otherwise subject to the Conditions of Service for School Teachers in England and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Line Manager: Head teacher

With whom the post holder liaises: class teachers, support staff, parents, governors and outside agencies including members of the local authority. The post holder is responsible for the supervision of the work of classroom assistants during the times they are allocated to their class.

Purpose and objectives of the post:

To carry out professional duties and to have responsibility for the education of an assigned class of pupils having due regard to the requirements of the revised National Curriculum and school policies
To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities
To promote the aims and objectives of the school and maintain its philosophy of education

Particular responsibilities:

The particular responsibilities attached to the post of class teacher are as follows:

- Set high expectations which inspire, motivate and challenge all pupils assigned to him/her
- Promote a positive, conducive and safe learning environment encouraging high standards in quality and presentation of work, learning behaviour and relationships with others
- Supervise the work of classroom assistant(s) and other adults and support staff when they are allocated to the teacher's class;
- Maintain discipline in accordance with the rules and pupil behaviour policy of the school;
- To promote equal responsibilities within the school and to work in accordance with the school's equal opportunities policy.

Key Tasks - The key tasks related to this post are as follows:

Teaching and learning

- Carry out all teaching duties to meet objectives specified in the school's schemes of work and the EYFS / National Curriculum
- Assess, record and report on the attendance, progress, development and attainment of assigned pupils as defined by school policy
- Provide a high quality learning environment and learning experience for pupils

Assessing and reporting

- Mark and return work in accordance with school policies within agreed time span
- Provide or contribute to assessment reports to monitor student progress

- Liaise with parents and attend parent consultation evenings
- Maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress
- Produce annual reports of each individual child's achievements for parents
- Prepare appropriate records for the transfer of pupils

Collaborative working

- Work as a member of a specified team and contribute positively to effective working relationships within the school
- Work effectively with a job share partner, sharing responsibility for the learning environment and supporting each other to ensure the best outcomes for all children in the class
- Participate in arrangements for performance management
- Work with parents to maximise their involvement in the school and their child's learning
- Attend team and staff meetings as directed
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole

Standards and quality assurance

- Set high expectations which inspire, motivate and challenge all pupils
- Support and uphold the aims and ethos of the school
- Set a good example in terms of behaviour, presentation, punctuality and attendance
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Attend and participate as directed at open evenings, student performances and school events
- Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- Recognise that health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
- Uphold the school's behaviour code
- Actively pursue own personal and professional development

Teaching and Learning Responsibility – English in the EY and KS1

This is a significant responsibility that is not required of all classroom teachers and that is focused on teaching and learning. The main purpose of this TLR post is to be accountable for a section of the curriculum (i.e. English) in the following ways:

- Manage, lead and take responsibility for English curriculum planning and pupil development across the school
- Prepare appropriate data for the Head teacher, the SLT and Governors in English
- Identify areas for improvement based on the analysis of data and the impact of teaching and learning on pupil outcomes
- Implement and plan strategies to improve the school as a whole
- Monitor the improvements from the strategies you implement
- Work with staff to provide resources, opportunities and experiences that build pupil knowledge and cultural capital
- Inspire educational progress and foster a love of reading across the school
- Develop links with other professionals and organisations that support aspirational improvements in outcomes for all pupils
- Embraces the different cultures within school and in the surrounding communities
- Lead, develop and enhance the teaching practice of other school staff

Our commitment to safer recruitment:

Rokesly Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. Positions are subject to safer recruitment checks, including references and an enhanced DBS check

Closing date for all applications: **midday on Thursday 22nd April 2021**

Covid-19 controlled **lesson observations and interviews** will be held on **Wednesday 28th April 2021**