

East Sussex County Council

Job Description for Class Teacher

School:	Motcombe Community School
Pay Spine:	Main Pay Scale
Responsible to:	Head Teacher and Governing Body
Additional Responsibilities:	Curriculum Responsibility

General Provisions

School teachers are required to carry out duties set out in Schedule 1 of the Education (School Teachers' Pay and Conditions of Employment) Order 1987 as amended by the School Teachers Pay and Conditions Document 1994. The particular duties of this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirements and priorities within the School.

Main Purpose of the Job

To teach pupils within the School and to carry out such other associated duties as are reasonably assigned by the Head Teacher

Main Functions

- To be an effective class teacher catering for the range of needs of all the children in the class, ensuring that differentiation takes place as necessary.
- Following the School's policies, maintaining good order and discipline among the pupils and taking responsibility for the welfare and safety of all the children in the School's care and specifically those in the class.
- To work within the framework of present and future school and national policies, paying particular attention to equal opportunities including gender, disability, multi-culturalism and anti-racism.
- To plan and prepare both long and short term work, to have planning files available and to attend regular planning and staff meetings.
- To plan and resource a classroom environment which will be stimulating and conducive to ordered activities that will facilitate autonomous learning and enable children to maximise their full potential.
- To ensure that classroom and school displays are meaningful and of a high standard.
- To establish and maintain good relationships with colleagues, parents, children and members of the Governing Body.
- To attend any necessary training as agreed with the Head Teacher.

- To be aware of current developments in education through reading, research, etc.
- To monitor and report to parents on the progress of pupils in the allocated class.
- To assess pupils' achievements and progress in accordance with arrangements agreed within the school.
- To contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
- To attend parents' meetings when required.
- To accept responsibility with other members of staff for implementing everyday activities in accordance with School Policy.
- To accept responsibility for subject areas or areas of organisation or a combination of both.
- To attend case conferences and prepare reports on the needs of individual children if and when the need arises.
- To take occasional school assemblies.
- To take a turn on the duty rota.
- To attend occasional Governors' meetings and Friends of Motcombe functions, as appropriate.
- To attend school plays or concerts, as appropriate.
- To organise educational visits, appropriate to the age of the children and to accept supervisory responsibility for the children on such visits.
- To take responsibility for managing the class teaching assistant.
- To participate in the School's Coaching and Performance Management Programme.
- To support the School's Policy for Absence Management.
- To undertake such other duties as may be reasonably required by the Head Teacher.

Motcombe Community Infant School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced DBS check.