Trinity St Stephen Church of England First School

**KS1 0.4 Classroom Teacher**

**Fixed Term January–August 2018**

**Job Description**

**Responsible to: Head teacher**

**All post holders at Trinity St Stephen Church of England First School are required to support the Christian values and ethos of the school.**

**Our values are: friendship, trust, wisdom, compassion, peace and fellowship**

**Our School Vision is: To be a Christian learning community where all are supported and challenged to achieve and thrive.**

**STATUS OF THE POST**

The post holder is accountable to the Headteacher.

**MAIN PURPOSE OF THE POST**

* To carry out professional duties and to have responsibility for an assigned class.
* 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.
* To be responsible for the co-ordination and development of an agreed curriculum area.

**Main duties and responsibilities**

* To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.
* To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
* To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
* Evaluate and reflect on teaching and adapt as necessary.
* To maintain good order and discipline among the pupils, safeguarding their health and safety.
* To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
* To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning.
* To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress.
* To prepare appropriate records for the transfer of pupils.
* To ensure effective use of support staff within the classroom, including parent helpers.
* To participate in staff meetings as required.
* Contribute to the development and co-ordination of a particular area of the curriculum.
* To actively develop understanding of literacy developments and the correct teaching of phonics.
* To use standard English and articulacy at all times.
* To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
* To ensure that school policies and values are reflected in daily practice.
* To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional.
* To liaise with outside agencies when appropriate eg. Educational Psychologist.
* To continue professional development, maintaining a portfolio of training undertaken.
* To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
* Support the school community by attending at least two school association events per year.
* To support the Headteacher in promoting the ethos of the school.
* To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
* To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
* To recognise 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.

You are required to comply with any reasonable request from the headteacher to undertake work at this or a similar level that may not be specified in this job description. This job description may be changed to meet the changing needs of the school, in consultation with the post holder and the governing body to reflect or anticipate changes in the job commensurate with the grade and job title. Where such a change is felt to be necessary by the school and agreement cannot be reached, changes may be made by the employer giving the required notice of a change to the job description.

**Trinity St Stephen First School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Regular vetting will take place both before and during employment.**

**The school is committed to the implementation of equal opportunities principles, monitoring and Trinity St Stephen First active promotion of equality in all aspects of the school community, including staffing and employment. School will endeavour to ensure that the opportunities to succeed are equal for all.**

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| Postholder |  |
| Headteacher |  |
| Date |  |

**Other duties and responsibilities**

You are required to comply with any reasonable request from the headteacher to undertake work at this or a similar level that may not be specified in this job description. This job description may be changed to meet the changing needs of the school, in consultation with the post holder and the governing body to reflect or anticipate changes in the job commensurate with the grade and job title. Where such a change is felt to be necessary by the school and agreement cannot be reached, changes may be made by the employer giving the required notice of a change to the job description.

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| Postholder |  |
| Headteacher |  |
| Date |  |