**Longmeadow Primary School**

**Headteacher: Mrs Emily Howley**

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**Job Description: Class Teacher**

1. **Introduction**

Longmeadow Primary School is a two-form entry school situated in Stevenage, Hertfordshire. The school is placed in extensive grounds, serving a diverse community.

Vision Statement

At Longmeadow Primary School, we aim to develop **L**ife-long learners, who are **p**assionate about the things they do and **s**uccessful in the things they try. We strive to ‘be ready, be respectful and be responsible’ at all times to ensure the best learning opportunities for all children.

On our journey to achieving success for all, Longmeadow Primary School will involve everyone in maintaining high expectations to create an outstanding teaching and learning environment.

1. **Title and Grade of Post**

**Post Title**: Class Teacher

**Pay Scale**: MPS / UPS

1. **Accountability:**

You are responsible to the Headteacher, Governing Board.

Your line manager is the Phase Leader.

You are the responsible for the work of adults in your classroom.

1. **Employment Duties**

Longmeadow Primary School welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise. All teachers make a valuable contribution to the school’s development and, therefore, to the progress of all pupils. All teachers, except those who are newly qualified, will have a lead responsibility for an area across the whole School and will be supported in that role by their line manager.

Teachers in the Upper Pay Scale can be expected to make a particular contribution to the whole school community and the development of the practice of others, in line with the statutory requirement to meet Career Stage Expectation threshold standards.

This job description is to be performed in accordance with the attached provisions of the School Teachers’ Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder’s title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the School Teachers Pay and Conditions Document) 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.

1. **Core Areas of Responsibilities**
* You are required to teach children within the Primary age range. You are responsible for the education and welfare of a designated class of children in accordance with the requirements of the Conditions of Employment of School Teachers, having due regard to the National Curriculum, the School’s aims, objectives and schemes of work, and any policies of the School. You share in the corporate responsibility for the well-being and discipline of all children throughout the school.
* You are required to carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions of Service, revised annually.
1. **Particular Responsibilities**

In addition to carrying out the professional duties of a teacher in line with the Teachers’ Standards, the particular responsibilities attached to the post of class teacher are as follows:

* To plan, prepare, organise, monitor and evaluate programmes of work and methods of record keeping, taking account of DfE policies (including National Curriculum and Early Learning Goals) and the school’s own shared policies and approach to areas of curriculum and school life generally.
* To provide an exciting, challenging, welcoming, secure and varied learning environment, both inside and outside, with opportunities to engage in individual and group problem-solving wherever appropriate, in a cross-curricular way, using a variety of teaching approaches and activities to suit learner’s different learning styles.
* To teach the children according to their individual educational and developmental needs through a highly inclusive and engaging curriculum.
* To have regard for children with learning difficulties, working closely with the school’s SENCo and INCo, Inclusion Leader and Designated Senior Person for child protection.
* To write and implement personalised learning plans (PLPs) and Individual Risk Management Plans (IRMPs) where necessary.
* To promote British Values and cultural diversity.
* To assess and report on the development, progress and attainment of learners (as school policy).
* To support and promote continuity and experience in learning.
* To communicate and consult with learners, parents, families and guardians and to involve them in children’s learning.
* To be responsible for the welfare of the children in your own class in particular and the whole school generally.
* To encourage children to be self-motivated and take a pride in themselves, their achievements, and those of their peers.
* To support the school’s Behaviour Policy at all times.
* To be familiar with new initiatives.
* To ensure files and records are available at all times in school and submitted for monitoring when required.
* To work as part of a cohesive team (which includes teaching and non-teaching staff, all leaders in the school, professional agencies, Governors, parents and wider community).
* To direct and monitor the work of other adults within the classroom team.
* To bear constantly in mind our agreed aims, key objectives from our School Strategic Plan, policies and code of practice in all planning and activities.
* To keep a tidy and well-organised classroom environment.
* To take responsibility for an area of school development (not NQT) and to share in the development of the curriculum policies and practices.
* To welcome Governors and other visitors to the school into your classroom.
* To ensure that your physical areas of responsibility are well cared for, and well maintained.
* To take part in regular INSET.
* To take part in Performance Appraisal Reviews according to school policy.
* To carry out any other reasonable duties which may be required by the Headteacher or any member of the senior leadership team or wider leadership team.

**Teaching Commitment:**

Class teachers are a fully class based role and links to the job description of class teacher. Duties include:

* To work within the framework of national legislation, in accordance with the provisions of the School Teachers Pay and Conditions
* Document and with locally agreed conditions of employment. The duties & responsibilities in this job description should be supplemented by those accountabilities, roles & responsibilities common to all classroom teachers, as set out in the above document.
* In addition, the post is subject to compliance with:

• School policies & guidelines on the curriculum and school organisation

• National Standards for Qualified Teachers

• SEN Code of Practice

**Class Teachers will be entitled to:**

* A minimum of 10% release time for Planning, Preparation and Assessment
* Access to training and staff development according to personal development needs and the needs of the School
* Five days of high quality whole-school INSET
* Annual Performance Appraisal and reviews
* Support in his/her role from the Headteacher, SLT, colleagues and the Governing Board
* Opportunities, support and encouragement to undertake further Professional Development.
* Support for well being

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_