



Careers as
individual
as you



Stockport Council Job Description Meadowbank Primary School

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Name:

Date:

Job Title: Class Teacher

Salary Grade: T&PC

Post Reports to: Headteacher

Main Purpose of the Job:

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.

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

General

- (i) To support the aims/ethos fostered in the school.
- (ii) To fulfil administrative tasks which contribute to the daily smooth running of the school.
- (iii) To co-ordinate with the Headteacher individual staff contributions to curriculum development in areas of responsibility.
- (iv) To provide quality in all learning experiences of the children in your care.
- (v) To contribute to the corporate nature of school life and discipline.
- (vi) To support extra curricular and Parents Association (Friends) activities.

B. Curriculum

- (i) To lead, initiate, research and plan school curriculum developments.
- (ii) To set a high standard in your own class, which can be used as a guide to expectation and a model of good practice.
- (iii) To provide help and guidance for all colleagues (whether new to school or not) in planning, monitoring and assessing children's work for your curricular area of responsibility.

- (iv) To lead staff meetings to discuss the area of responsibility, in order to facilitate a good understanding and utilisation of school policy through guidelines and schemes of work.
- (v) To upkeep and update resources and equipment for use throughout the school and to be responsible for the budget allocation for that particular area.
- (vi) To co-ordinate displays in school which promote and enhance curriculum activity for which responsibility has been given.
- (vii) To report to the Headteacher and Governing Body as and when required to keep them fully informed of all activities related to the curriculum area for which responsibility has been given.
- (viii) To call in evidence of children's work, to evaluate continuity, progression, marking and presentational skills.

This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.

To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.

Signed: (Teacher) Signed: (Headteacher)

Date: Date: