

## Abingdon Primary School Job Description: Main Scale Teacher

### Teacher .....

The Class Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to and participate in the whole school, one team working ethos of the school.

### Duties and Responsibilities:

The Class Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Head Teacher and / or staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupil's learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- contribute to curriculum leadership teams at least where their identified curriculum responsibility is relevant or where they have particular expertise or interest;
- take assemblies and hymn practices if required;
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance
- make a contribution to a curriculum area, which might change from time to time depending on the needs of the school. This could involve:
  - i. Being responsible for ensuring that all staff are aware of the equipment & resources available and that these are well organised and replenished as required. Liaising with the HT regarding the ordering of resources.
  - ii. Being responsible for the development of identified aspects of a particular curriculum area.
  - iii. Being responsible for specific management or administrative duties such as organising music and playing piano for assembly, liaising with senior and clerical staff regarding nursery admissions and policy, coordinating the work of the year group team.
  - iv. Supporting staff in using resources appropriate to the identified curriculum area (e.g. software in ICT, technology tools) or sharing curriculum expertise for that area (e.g. skills in PE or Art).

**Signed:** .....

**Date:** .....

**Head Teacher:** .....