



Berkeley Primary School

JOB DESCRIPTION

1. Name:

2. Post: Class Teacher – Maternity Cover

3. School: Berkeley Primary School

4. Grade: Full time Permanent Main Scale

5. Relationships:

- 5.1 The post-holder is responsible to the Head Teacher for his/her teaching duties and responsibilities.
- 5.2 The post-holder interacts on a professional level with colleagues and seeks to establish and maintain a productive relationship with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning.

6. Rationale:

- 6.1 The duties and responsibilities of the post are subject to those detailed in the National Statement of Conditions of Employment and will count as directed time, as defined by that statement and by the Head Teacher.
- 6.2 This job description has been developed in line with the Framework of Professional Standards for Teachers, and should be read in conjunction with them; it assumes the post-holder's observance of these standards, and a commitment to engage in sustained professional development.

7. Key tasks:

- 7.1 To know and work to the statutory requirements of the National Curriculum and non-statutory frameworks as agreed with the Head Teacher and contribute to the development, implementation and evaluation of agreed policies and schemes of work.



- 7.2 To have high expectations of all pupils and an up-to-date knowledge and understanding of how to use, evaluate and adapt a range of teaching, learning and behaviour management strategies that will help every child achieve independence and work to their full potential.
- 7.3 To teach challenging, engaging and well-organised lessons designed to raise levels of attainment, enabling learners to build on prior knowledge, meet learning objectives, apply new knowledge and skills and make sustained progress.
- 7.4 To provide effective personalised learning by taking practical account of diversity and promoting equality and inclusion, with an understanding of a range of factors that can affect the rate of progress; to support individual learning needs by working collaboratively with colleagues and outside agencies when necessary.
- 7.5 To know and use a range of assessment procedures, with an appropriate weighting towards formative assessment; to use outcomes to evaluate the impact of teaching on pupils' learning, inform future plans, monitor progress, provide feedback and set challenging targets for improvement in order to raise attainment.
- 7.6 To participate as required in staff meetings, and meetings with colleagues and other professionals as required, working as a team member to share the development of effective practice.
- 7.7 To participate fully in the Performance Management process and work to achieve the agreed targets, evaluating practice and taking advantage of professional development opportunities as appropriate; to be prepared to adapt practice as necessary, acting on advice and feedback.
- 7.8 To maintain an up-to-date knowledge and understanding of the professional duties of teachers and carry them out, including the following*:
 - Maintain discipline and high standards of conduct and appearance of pupils through establishing a constructive and positive framework according to school policy;
 - Provide a secure and purposeful learning environment that will safeguard and promote the well-being of pupils according to current national and local requirements;
 - Liaise with the SENCo and Pastoral Support Leader to ensure that the Emotional, Physical, Social, Behavioural needs are being met for each child. Where a need is identified ensure that the teaching



and learning provision in/out of the class is planned for;

- In accordance with school policy, produce planning for effective learning sequences informed by secure subject knowledge, that will achieve progression for all abilities and develop literacy, numeracy, ICT and thinking and learning skills;
- Control and oversee the use and storage of books, stationery, ICT equipment and other teaching materials related to his / her teaching, ensuring that any Health and Safety Regulations are observed;
- Communicate effectively with pupils to develop their social, emotional and behavioural skills as well as academic potential, and be a source of reference for their problems or be able to guide them to the Pastoral Support Leader;
- Provide frequent communication with Parents/carers regarding the teaching and learning happening in the class; invite them to share learning where possible; be available at the beginning and end of the day to address any issues or concerns with Parents/carers
- To regularly update the class page on the school website to keep children and Parent/carers informed
- Mark registers, ensuring absences and lateness are accounted for, taking appropriate action where they are not;
- Liaise with the school office regarding all bookings, visitors and communications with the community
- Compile written reports and profiles on pupils as required;
- Communicate with parents / carers as appropriate, including at parents' evenings, and encourage their participation in the learning process wherever possible;
- Set and mark homework for pupils to sustain progress and consolidate and extend learning, according to school policy;
- Take and attend assemblies as required and escort the class to assemblies;
- Carry out supervision of pupils, including playground duties, as detailed by the Head Teacher;



- Use opportunities to extend learning through out-of-school contexts, and organise and provide a variety of after school clubs throughout the year;
- To support the fund raising activities organised by the Fund Raising Group
- Supervise the work of any Teaching Assistants appropriate to his / her class, ensuring that they are appropriately involved in supporting learning and understand their roles;
- To participate positively in the appraisal system for TAs, monitoring/supporting of students training in the school and supervision of work experience students
- To liaise with the MDS to ensure that safeguarding needs or concerns are communicated and approached appropriately
- To provide quality transition for all parents and children from one year group to another
- Undertake any other administrative duties in respect of his / her class as required by the Head Teacher.

(* N.B. This list does not define in detail all duties / responsibilities of the post)

8. Additional and Subject Leader Responsibilities

- 8.1 To have a secure knowledge and understanding of subject areas (both the statutory requirements and non-statutory guidance) and the related pedagogy, with an awareness of their place in the whole curriculum; to keep up-to-date with recent developments
- 8.2 To liaise very closely with the whole school team to plan pupil development opportunities, raising of standards through quality teaching and learning appropriate to the age, provide support for staff development and Parent expectations.
- 8.3 To monitor teaching and learning, analyse assessment outcomes and plan for future success and continual raising of standards in the subjects led
- 8.4 To take responsibility for promoting the subjects throughout Berkeley Primary School, e.g. through high quality display, relevant library books, etc.



- 8.5 To support the planning for the subjects, including identification of suitable opportunities to promote the subject e.g. through visits, visitors, subject days/weeks etc.
- 8.6 To lead staff meetings in the school with a subject focus as appropriate.
- 8.7 To attend meetings within the school, Pre-school, Cluster and County as required by the SLT linked to the subject being led
- 8.7 To liaise with the Head Teacher on staff and own CPD needs.
- 8.8 To transmit school needs to outside sources, for example when attending a course, to seek support from outside agencies, consultants and other experienced colleagues across the County
- 8.9 To implement and monitor the policy and scheme of work and to review and, as appropriate amend it in subsequent years.
- 8.10 To use any subject-related non-contact time purposefully for developing of the subject areas within Berkeley Primary School and Pre-School (where appropriate)
- 8.11 To take responsibility for organising, ordering and monitoring all resources and equipment as discussed with the SLT
- 8.12 To monitor and evaluate pupil standards and achievement (against annual targets where relevant) and quality of planning, teaching and resources, maintaining a Subject Leader's File in which evidence relating to the subject is filed; to report to the Head Teacher, Senior Leadership Team and Governors on this area in line with the School Development Plan and curriculum review cycle.
- 8.13 To work within the school team to provide appropriate playground and other outdoor space activities that link with the subjects

9. Review:

This job description will be reviewed at least once a year and may be modified by the Head Teacher, with the agreement of the post-holder, to reflect or anticipate changes in the job, commensurate with the salary and job title.

