



JOB DESCRIPTION

JOB TITLE: Class Teacher (Fixed term: Maternity cover)

SCALE: MPS

ESTABLISHMENT: Thomas Johnson Lower School

LOCATION: Hurst Grove, Lidlington, Beds.

RESPONSIBLE TO: Headteacher

RESPONSIBLE FOR: Teaching and learning of a class group, coordinating an agreed curriculum area

To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of the School.

Duties and Responsibilities

ORGANISATION

- in consultation with the SLT, to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the School's Development Plan
- in accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in pupils' learning
- assess, record and report on the development, progress and attainment of the pupils assigned to them within the School guidelines
- manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook
- provide and facilitate the general progress and well-being of any individual student within any group of students assigned to them, providing guidance and advice to students on educational and social matters
- implement the School policy with regard to registration, student absence, dress code and enforce School rules relating to behaviour and health and safety
- participate in full staff meetings
- to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the School's goals and Development Plan
- establish individual active links with other professionals in order to extend both pupil learning and own professional development
- to undertake responsibility for coordinating an agreed area of the curriculum and to carry out all associated duties.
- to carry out a share of supervisory duties in accordance with published rotas
- to participate in appropriate meetings with colleagues and parents relative to the above duties

RESOURCES

- Operate relevant equipment/ICT packages
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Support Teaching Assistants with day to day issues
- Ensure effective communication with all colleagues (teaching and support staff)