



CLASSROOM TEACHER

Job Description

JOB TITLE: Classroom Teacher

SALARY: M1-M6

RESPONSIBLE TO: The Headteacher, Deputy Headteacher, Senior Teacher

MAIN PURPOSE OF THE ROLE:

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

Duties and Responsibilities

ORGANISATION

- In consultation with the Senior Teacher, to plan, design and produce teaching materials and resources which are appropriate to age and ability.
- In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the pupils to ensure progression in students' learning.
- Assess, record and report on the development, progress and attainment of the pupils assigned to the class or group.
- 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 pupil within any group of students assigned.
- Implement the school policy with regard to child protection, confidentiality and data protection, registration, student absence, dress code and enforce school rules relating to behaviour and health, safety and security.
- Participate in full staff and phase meetings and to contribute to school decision making and consultation procedures.
- Be involved in the school Performance Management process, 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 priorities and Development Plan.

GENERAL 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.
- Support teaching assistants with day to day duties.
- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, E-mail)
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for pupils.