Corby Old Village Primary School
JOB DESCRIPTION – Class Teacher Maternity Cover

Main Duties: Class Teacher KS1

The following should be read in conjunction with the school teacher's Pay and Conditions of Service document in which the professional duties of a teacher are outlined.

a) As a Class Teacher:

- To teach a class in a year group suited to your experience and to the needs of the school.
- To work within a philosophical framework that supports and enhances the ethos and climate of the school, as stated within the agreed aims.
- To teach within, and have a good knowledge of, curriculum guidelines and policies, making appropriate use of these in conjunction with statutory obligations, to provide a broad, balanced, relevant and differentiated curriculum for all pupils.
- To provide a learning environment where children are expected to act and think independently yet with concern for the needs of others.
- To use a variety of teaching styles appropriate to the learning situation that enhance and facilitate a learning environment.
- To maintain a tidy, well ordered, attractive, stimulating, safe learning environment where children's work is displayed with care and sensitivity, placing value on individual effort as well as the final product.
- To liaise with other teachers in the year groups, Key Stage and cross phase as appropriate to the age of the class, in planning, delivering, evaluating, assessing and recording each area of the curriculum.
- To understand the further duties and responsibilities associated with the role of class teacher, including fostering a welcoming and caring ethos that values the contribution and achievements of all members of the school community, encouraging a high standard of behaviour among all pupils, leading assemblies, participating in staff meetings and discussions with parents and governors. To contribute to displays in public areas and share in the general duties and administration of the school.
- To review teaching methods, take part in in-service training, contribute to in-house training, carry out research and disseminate to colleagues, and build up a personal professional development portfolio.
- Implement all collegiate decisions thereby maintaining a professional image that shows loyalty to the school, through a unified approach.

b) As a Team Member for:

1. Curriculum Design

- To formulate with staff a curriculum map and medium term plan across the school, as appropriate.
- To help co-ordinating staff to formulate curriculum policy statements in the school and guidelines for their implementation, in accordance with the schools aims and objectives, the policy of the LA and all statutory requirements.
- To work with teachers to identify opportunities for developing work in all curriculum areas.
- To monitor and evaluate curriculum area teaching and learning co-ordinating the subject in line with the school's policy.
- To work collaboratively with teachers individually or as a group, to identify opportunities for developing the Curriculum, across the school, ensuring continuity and progression.

2. Professional Development

- To keep up to date with national and local initiatives through personal reading and research along with attendance at relevant courses. To share relevant information with colleagues.
- To attend and disseminate curriculum co-ordinator information meetings and courses.

3. Resources

- To advise the Headteacher as to the purchase of books, equipment and materials based on knowledge of available resources and stock within school.
- To audit, monitor and order, within budget, resources for Curriculum area.

4. Communication

- To communicate with the Senior Management Team on issues relating to the provision of any aspects of school life.

5. Co-ordinator roles.
   - Preparing a draft policy for staff discussion
   - Advice
   - Help in planning
   - Leading staff meetings
   - INSET
   - Monitoring and evaluating the planning, delivery and recording of curriculum area.
   - Co-ordinating of resources within a delegated budget.