

REDDIFORD SCHOOL - JOB DESCRIPTION

Job Description

Class/Subject Teacher

The primary task of the Reddiford School is to provide the best possible education for its pupils so that they may become not only knowledgeable, but also inwardly free, secure and creative. The school strives to provide an environment in which pupils find security, moral strength and confidence to face the challenges of life with initiative and responsibility.

General Duties:

- To be responsible for the education and welfare of children in accordance with the requirements of the condition of employment of school teachers, having due regard to the requirements of the school's aims, procedures and school policies.
- To promote a safeguarding attitude to working with children. Taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised. To understand the Safeguarding policy and procedures and undertake training when required.
- Plan and teach well-structured lessons
- To contribute to the overall running of the school in terms of organisation and planning.
- To ensure that a high standard of education is maintained at all times for all children and that the appropriate teaching schemes are followed in their year group or subject.
- To provide advice and support to parents about their child's progress and development and attend such meetings as deemed necessary by the Head of Department and/or Head Teacher.
- To endeavour to be an exemplary model as a Classroom Teacher.
- To ensure the good conduct and behaviour of children and assist in promoting good order at the school.
- To undertake responsibility for continuity throughout the school by maintaining close liaison with parallel teachers and subject co-ordinators.
- To liaise with the Learning Support Co-ordinator concerning children with special educational needs and ensure they are given due consideration.
- Liaising with Subject Coordinators ensure the provision and identification of Able and Talented children.
- To contribute to the organisation of concerts, school trips and events and support the PTA by attending functions.

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- To share responsibility for supervision of all pupils during non-class hours within the school day.
- To undertake break duties.
- To cover for absent colleagues as required.
- To attend staff meetings and INSET days as required (including out of school hours).
- To take on administrative tasks when inspired or required.
- To keep clear and concise records as directed by the Head of Department, Subject co-ordinator and Deputy/ Head Teacher.
- To provide reports for parents and information for colleagues as required.
- To help ensure high standards of professional relationships are maintained in the working team situation.
- To take part in planning and policy development of the school and relevant departments and attend regular teachers' meetings.
- To maintain a good educational ethos including the control of storage, display and use of teaching material/resources relevant to your department.
- To provide leadership, expertise, advice and guidance to Teaching Assistants.
- To give due regard to health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.
- To operate within school policies, including Equal Opportunities and Health and Safety.

Additional responsibilities

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning throughout the School and the pastoral care of the pupils.

Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post.