



## **Chadwell Primary School**

High Road, Chadwell Heath, Romford, Essex. RM6 4EU  
Tel: 020 8590 1242

### **Job Description: KS1 / KS2 Class Teacher (Maternity Cover)**

**SALARY:** Main scale / Upper pay scale

**SCHOOL:** Chadwell Primary School

**RESPONSIBLE TO:** The Executive Headteacher, Governors of the school and the Local Authority

#### **Job Purpose & Responsibilities**

To have responsibility for the welfare and education of a designated class in accordance with the current Conditions of Employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers other current legislation.

Successful candidates will have due regard for the requirements of the National Curriculum and the school's aims, objectives and policies.

#### **Specific Teaching & Learning responsibilities**

- To be responsible for the teaching of a class within a key stage
- To be a committed and active member of the staff team and school community
- To share the planning within a specified year group and to prepare and evaluate activities that lead to the effective education of all pupils including SEN and MGAT, through half-termly, weekly and daily plans
- To liaise effectively with appropriate teachers when providing cover for your class, including supply cover for course attendance and PPA release
- To maintain effective records of pupil progress of the assigned class, including groups and individual pupils, using Target Tracker, teacher assessment and any other agreed system

- To ensure the good behaviour of all pupils in the school, supporting whole school procedures, especially those in your care
- To be committed to the maintenance of high standards and inclusive education throughout the school
- To follow the agreed school procedure for the display and presentation of pupils' work, ensuring that appropriate support staff are briefed fully regarding the presentation of a display should you decide the need for one
- To meet and inform parents of their children's progress, attitudes, attainment and targets through formal and informal meetings, both before, during and after school
- To contribute to after school activities and clubs
- To promote the vision, aims and values of the school and to contribute to their development
- To play a full part in the life of the school, including staff meetings and briefings, liaising with key stakeholders and school policy making
- To participate fully in the school self-evaluation process including lesson observations and other appropriate evaluative activities (such as work and planning samples, moderation etc.)
- To implement all school policies, promoting inclusive education for all
- To undertake any other particular duty reasonably assigned by the Head Teacher from time to time.

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the Head Teacher and post holder.

*Teaching staff are required to work under the reasonable direction of the Headteacher and shall perform in accordance with any directions, which may be reasonably given to them by the Headteacher from time to time, such particular duties as may be reasonably assigned to them, as described in the Teacher's Pay and Conditions of Employment Document.*

