

Pilgrims Pre-Preparatory School

Job Description: Class Teacher – KS1



Pilgrims Pre-Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Class Teacher – Key Stage One
Department:	Key Stage One
Location:	Pilgrims Pre-Preparatory School
Job Purpose	The Class Teacher is responsible for the quality of teaching and learning in line with the school's policies, aims and values. They should set high expectations; developing each pupil academically, personally, socially and emotionally through a creative and inspiring curriculum.
Reporting Line:	Headteacher via Year Leader and Deputy Head.

Main duties and responsibilities

Promote and safeguard the welfare of the children for whom you are responsible and with whom you come into contact with.

Be aware of and comply with policies and procedures relating to Safeguarding and child protection, health and safety, security and confidentiality. Report all concerns to an appropriate person.

Follow the conditions of Employment of Teachers having due regard to the school's vision, missions and values and any school and Governing Body policies.

Class Teacher

1. Teaching and Learning

- Engage and inspire the children in your care and actively involve them in their learning.
- Plan, organise and implement the curriculum, meeting the educational, physical, social and emotional needs of the children in line with the EYFS documents, relevant national requirements and school policies.
- Set targets for the children's learning and structure your teaching to enable them to succeed.
- Work with the Year Leader to develop links with the wider school community in order to enhance teaching and learning, and children's personal development.
- Make the children's school experiences happy and exciting and their memories positive.
- Share responsibility for the well-being and discipline of the children.

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2. Monitor, Evaluation and Assessment

- Observe, monitor and record children's achievements and progress.
- Analyse and moderate class data to inform teaching and identify needs.
- Liaise with year group leaders and teachers, the Assessment, SEN, G&T Coordinator and other relevant colleagues where necessary to support the children's continued progress and development.
- Provide oral and written feedback for parents regarding the children's welfare, achievements and progress.
- Work closely with relevant year group leaders to ensure smooth transition for all of the children in the class at the end of an academic year.

3. Management of Others

- Plan for the effective and efficient use of HLTAs, LSAs and teaching assistants to support the children's learning and welfare.

4. Management of Resources

- Organise classroom resources to promote children's independence.
- Maintain a vibrant and stimulating environment inside and outside.
- Ensure resources are used and stored effectively and efficiently in support of Eco practices and the school's value of respect.

5. Curriculum Subject Co-ordination

- Ensure a co-ordinated approach throughout the school to a specified curriculum area and to act as a focal point for the development of that subject.
- Develop and regularly review an agreed curriculum co-ordinators policy.
- Support colleagues in the implementation of an agreed scheme of work when required.
- Observe, monitor and evaluate the teaching and learning of the subject throughout the school.
- Undertake assessments and analysis of subject data liaising with SEN, G&T and other coordinators as required.
- Monitor the need and use of subject resources throughout the school, carrying out regular audits.
- Write and review action plans in support of school priorities for the year, taking into account any financial implication for resources and training.
- Monitor and plan for the efficient use of subject budget allocation.

6. Health, Safety and Welfare

- Work within the school's health and safety policy to ensure a safe working environment for staff, children and visitors.

7. Training and Development of Self and Others

- Keep abreast of current educational thinking.
- Provide a professional role-model for others.
- Plan, lead and contribute to staff meetings and training, as required.
- Support the Year Group Leader in the planning, preparation and organisation of year group visits, events and performance i.e. completing trip planners, directing performances.

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- Engage actively in the performance review and development planning process.
- Attend courses and to be prepared to disseminate information/ideas etc.
- Undergo regular performance management cycles to identify areas of development and training needs.

8. Communication

- Attend and actively participate in staff meetings; INSET training and other events including those held outside of school hours.
- Effectively communicate with colleagues, parents and other stakeholders regarding relevant school matters.
- Support the Year Group Leader in communicating information relating to year group news and events.
- Build effective relationships with parents and inform them of matters affecting their children.
- Attend parent's evenings to provide relevant and informative feedback on children's attitude, behaviour, achievements and progress.
- Ensure you remain up-to-date with all methods of communication including e-mails, school diaries, communication books and meeting minutes.

9. Other duties

- Lead playtime activities on a rota basis and supervise the children whilst eating lunch with them.
- Lead a late duty on a rota basis.
- Lead assemblies.
- Assist at Holiday Club for one week per academic year.
- Lead an extra curricular Club,
- Attend open days,
- Become fully involved in the life of the school.

You may also be required to undertake such other comparable duties as the school requires from time to time.