

# West Leigh Junior School



## Job Description

**Position:** Class Teacher

**Grade:** MPR or UPR depending on experience

**Hours:** Full Time – 100%

**Responsible to:** Executive Headteacher

- Plan and prepare high quality learning experiences
- Adapt learning to the children's educational needs
- Promote good behaviour and establish an effective learning environment
- Provide verbal and written feedback which targets areas for improvement
- Assess, record and report on progress and attainment, addressing any concerns as soon as possible
- Promote both the academic progress and well-being of individual pupils and of any class or group of pupils assigned to you, whilst respecting their social, cultural, linguistic, religious and ethnic backgrounds; demonstrating a commitment to raising their educational achievement
- Provide guidance to pupils on educational and social matters
- Effectively communicate and consult with parents or carers on a regular basis
- Co-operate, as necessary, with colleagues and persons or bodies outside of the school
- Participate in meetings arranged for any of the purposes described above
- Safeguard children's health and safety whether on the school premises or when engaged in school activities elsewhere
- Participate in the required arrangements for successful appraisal processes
- Actively participate and work as a team to review methods of teaching and plans of work

- Remain aware of and work within the statutory frameworks relating to the Teachers' Standards
- Undertake any relevant training
- Show a responsible attitude toward Health and Safety and have due regard for personal safety and that of others

This job description does not form part of the contract of employment.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head or line manager. This job description may be amended at any time in consultation with the post holder.

The post holder will support, uphold and contribute to the development of the schools' equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

You are expected to actively engage in and be committed to your continuous professional development in relation to the identified needs of the school and your current and future roles and responsibilities throughout your professional career.

West Leigh Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All relevant checks will be made and the successful candidate will be required to undertake enhanced DBS checks.