

Isle of Man Department of Education and Children

Job Description for Primary School Class Teacher

Salary Grade: Main pay scale, permanent, full time

School: Scoill yn Jubilee

Terms and Conditions of Service: In accordance with the Isle of Man Department of Education and Children's Terms and Conditions of Service for Teachers' document and within the range of duties set out in that document relevant to the post-holder's title and salary grade.

Relationships:

- the post holder is accountable to the Headteacher.
- the post holder will liaise with all members of staff, but in particular the School Leadership Team.

Accountabilities of the post

To fulfill the role of class teacher, working alongside other colleagues from the school, displaying high expectations of the academic work and behaviour of pupils and in compliance with the policies of the school and the Department of Education and Children.

Job Responsibilities:

- teaching all areas of the primary curriculum;
- taking responsibility for the progress of a class of primary age pupils;
- organising the classroom and learning resources, including new technologies, to create a positive learning environment in which all children's learning is maximised;
- planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class;
- deploying a wide range of teaching strategies in order to meet the needs of a variety of learners;
- planning and preparing effectively for lessons and sequences of lessons, in the light of assessments, information and in accordance with the School's policy;
- communicating with pupils and presenting new ideas to them in an interesting, inspiring and motivating way;
- acting as a purposeful, inspiring and creative role model for pupils;
- providing care and support for pupils and be responsible for the welfare, discipline, health and safety of pupils;
- assessing and keeping appropriate, up-to-date records of pupil development and progress, in accordance with the school's policy;
- influence the direction of a subject area or areas by taking an interest in developing agreed areas of the curriculum, which may change according to schools needs;
- working with others to plan and coordinate work including the supervision of non-teaching staff in relation to their conditions of service;

- keeping up-to-date with new ideas in education and ensuring the curriculum provided reflects the principles of Essentials for Learning;
- promoting independent learning;
- fulfilling the requirements set out in the Teachers' Standards document (and/or any other relevant standards which form part of agreed terms and conditions for teachers in England);
- liaising with colleagues and working flexibly;
- assist in cross year group/phase liaison to promote continuity in learning;
- offer leadership, guidance and support to other members of staff in relation to teaching and learning;
- being responsible for organising the classroom environment such that it creates a purposeful, inspiring and stimulating environment for learning;
- working with parents, the community and school governors, attending meetings as required, to maximise their involvement in the school and the development of resources for the school;
- take an active role in developing school activities/fund raising/social events;
- develop positive, professional relationships with parents in support of children's learning and report to them formally and informally about the achievements of their child(ren).
- contribute positively to maintaining and developing the ethos and values of the school;
- assist in the promotion of extra curricular activities;
- work alongside the headteacher and all staff in the cycle of school self review and evaluation and school improvement planning in accordance with the school's vision, mission statement and aims.
- advise the headteacher about resource needs in the school as appropriate.

Other Duties:

- treat people fairly and equitably, with dignity and respect, to create and maintain a positive and caring school culture;
- support the headteacher in maintaining and developing the good name of the school at all times both internally and externally;
- reflect critically on own practice and work collaboratively with others to improve, attending INSET and disseminating information to all staff;
- plan some aspects of in-service training within school through consultation with the headteacher;
- fully implement the policies of the Department of Education and Children;
- reflect the values of the school in day-to-day practice;
- in teaching classes, groups or individuals, to be fully conversant with and follow the policies of the School and to implement them in day-to-day practice;
- supervise children and ensure welfare, safety and good discipline around school, in the playground, in corridors, as well as in classrooms;
- assist in the identification of SEN pupils and ensure their needs are met by liaising with other professionals, agencies and services when appropriate;
- implement policies and procedures relating to the safeguarding of children and work with other agencies to ensure vulnerable children are safe
- participate in the Performance Management process, as indicated in the policy of the school.
- ensure that class registers are kept up-to-date.

Key Tasks – will be agreed, annually, at the post-holder’s review meetings.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Headteacher.

Signed..... Headteacher

Signed..... Post holder

Date.....

Scoil yn Jubilee expect every member of the school community to be committed to the school vision, mission statement and aims and to always act and dress in a professional manner.