

# Job Description

## Marston Green Infant Academy



Marston Green Infant Academy has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Name</b>	
<b>Post Title</b>	Class Teacher
<b>School</b>	Marston Green Infant Academy
<b>Salary Band</b>	Teachers Pay and Conditions
<b>Responsible to</b>	Headteacher/Governing Body

### 1. Job Purpose

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers Pay and Conditions document, having due regard to the requirements of the National Curriculum, EYFS and Academy policies.

### 2. Key Responsibilities

#### 2.1 Main Duties

- To plan work for the class in accordance with National, LA and Academy Curriculum Policies and in cooperation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
- To ensure a close match between the learning experiences offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
- To make appropriate educational provision for children with SEN and those learning EAL, with support from the SENCO.
- To provide children with opportunities to manage their own learning and become independent learners.
- To create a secure, happy and stimulating classroom environment, maintaining the high standards of organisation and discipline.
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
- To maintain a high standard of display both in the classroom and in other areas of the school.
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
- To ensure that the Academy's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in everyday classroom organisation and practice.

	<ul style="list-style-type: none"> <li>To liaise with support and external agencies to provide guidance for children with educational needs.</li> <li>To take responsibility for the management of other adults in the classroom.</li> <li>To undertake any other reasonable and relevant duties in accordance with the changing needs of the Academy.</li> <li>To offer support and advice to colleagues.</li> <li>Participate in meetings at the Academy which relate to the curriculum and the administration or organisation of the Academy, including pastoral arrangements.</li> <li>To take responsibility for a curriculum subject area as agreed with the Headteacher.</li> </ul>
<b>2.2</b>	<b>Subject Responsibility</b>
	<ul style="list-style-type: none"> <li>Promote the teaching of the agreed subject throughout the Academy, according to the requirements of the National Curriculum, EYFS, schemes of work and any other new initiatives from the Department of Education and Skills.</li> <li>In conjunction with the Headteacher or other senior staff, be responsible for the implementation and management of the Academy's policy for the agreed subject area.</li> <li>Review the policy and adapt as appropriate.</li> <li>To attend Governors' meetings to discuss and present Academy policies.</li> <li>Develop a scheme of work for the subject suitable to the needs of an Infant Academy catering for 3-7 year olds.</li> </ul>
<b>2.3</b>	<b>Safeguarding</b>
	The Academy is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with. The successful candidate will require an enhanced DBS clearance. Ensure compliance with data protection legislation.
<b>2.4</b>	<b>Financial</b>
	<ul style="list-style-type: none"> <li>Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility.</li> <li>To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Headteacher.</li> </ul>
<b>2.5</b>	<b>Health &amp; Safety</b>
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the Academy Health and Safety Policies.
<b>2.6</b>	<b>Policies &amp; Procedures</b>
	The post holder will be accountable for ensuring that he/she is aware of relevant Academy Policies and that all duties and responsibilities are carried out in line with the appropriate Policies and Procedures.
<b>3.</b>	<b>Other Conditions</b>
<b>3.1</b>	<b>Mobility</b>
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade within the Academy.
<b>3.2</b>	<b>Equal Opportunities</b>
	The Academy is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

<b>3.3</b>	<b>Variations to Job Descriptions</b>
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Academy therefore retains the right to amend job descriptions to reflect changing requirements.
<b>3.4</b>	<b>Training and Development</b>
	The Academy is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
<b>3.5</b>	<b>Core Qualities &amp; Leadership Framework</b>
	The Academy expects all staff to meet the Teacher Standards and to demonstrate the positive behaviours within the Staff Code of Conduct Policy.

Signature.....

Date.....

Headteacher.....

Date.....

Updated by:	Headteacher
Date:	March 2019