

# Knowle CE Primary Academy

## Job Description



This school 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>Post Title</b>	Y4 Class Teacher Maternity Leave Cover	<b>Post No</b>	
<b>School</b>	Knowle CE Primary Academy		
<b>Salary Band/Range</b>	M1 - M6		
<b>Responsible to</b>	Principal		
<b>Location</b>	Knowle CE Primary Academy		
<b>DBS Check</b>	An Enhanced DBS check is required for this role		

<b>1. Job Purpose</b>
The education and welfare of a designated class of pupils in the age range 3-11 years in accordance with the requirements of the School Teachers' Pay and Conditions document (STPCD), having due regard to the requirements of the national curriculum, the school's aims, objectives, policies and schemes of work and any policies of the Governing Body; to share in the corporate responsibility for the well-being and discipline of all pupils, to promote the academy's partnership with all its stakeholders.
<b>2. Key Responsibilities</b>

All teachers are expected to meet the standards and role expectations commensurate with their post as defined in the DfE Teachers' Standards

<b>2.1</b>	<b>Main Duties</b>
	<ul style="list-style-type: none"> <li>To plan and prepare lessons in the long, medium and short term</li> <li>To coordinate the display of children's work, delegating that responsibility as necessary, taking account of school policy</li> <li>To teach pupils according to their needs, including the setting and marking of work to be carried out by the pupil at school and elsewhere</li> <li>To assess pupils' progress and attainment, maintain records of such assessments and reporting to parents on progress of pupils</li> <li>To participate in parental consultation evenings as required</li> <li>To communicate and cooperate with external agencies</li> <li>To participate in meetings involved with any of the above procedures</li> <li>To review with the Principal, Vice Principal and Curriculum Leaders teaching methods and programmes of work</li> <li>To undertake training for professional development, identifying training needs, setting objectives for training and evaluating the impact of that training in raising standards of teaching and learning in school</li> <li>To advise and cooperate with other staff in school including Teaching and Learning Support Assistants on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements</li> <li>To maintain good order and discipline amongst pupils safeguarding their health and safety both on the school premises and when engaged in other school activities off site</li> <li>To follow risk assessments and Health and Safety policies and procedures at all times</li> </ul>

		<ul style="list-style-type: none"> <li>To follow the school Behaviour Policy guidelines</li> <li>To follow Child Protection policies and procedures taking responsibility for safeguarding children and sharing information/passing on concerns to the DSL</li> <li>To participate in staff meetings at the direction of the Principal</li> <li>To register the attendance of pupils</li> <li>To supervise pupils as required at the start and end of sessions</li> <li>To undertake other duties as reasonable required by the Principal</li> </ul>
	<b>2.3</b>	<b>Safeguarding</b>
		Knowle CE Primary 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 pupils, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
	<b>2.4</b>	<b>Financial</b>
		N/A
	<b>2.5</b>	<b>Buildings &amp; Equipment</b>
		The post holder will be responsible for the basic care and upkeep of classroom facilities and curriculum resources.
	<b>2.6</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 school Health and Safety policies.
	<b>2.7</b>	<b>Policies &amp; Procedures</b>
		The post holder will be accountable for ensuring that he/she is aware of relevant school 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>Equal Opportunities</b>
		Knowle CE Primary 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>3.2</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>3.3</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>Compiled/Reviewed</b>		Matthew Stonehill, Principal
<b>Date:</b>		5 <sup>th</sup> January 2025