



# Carrington Junior School

Interim Head Teacher: Mrs A Majcher

4 Chapel Road, Flackwell Heath, High Wycombe, Bucks, HP10 9AA

Tel: 01628 521457

e-mail: [office@carringtonjs.co.uk](mailto:office@carringtonjs.co.uk)

## KEY STAGE 2 CLASS TEACHER

### KEY PURPOSE OF THE JOB

- To carry out the professional duties of a class teacher, having due regard to the requirements of the National Curriculum, the school's policies and the school's ethos.
- To take on responsibility for a curriculum area to be agreed (in the case of an NQT this could be shadowing a more experienced co-ordinator).
- To be part of a curriculum team working alongside colleagues to plan, resource and monitor across curriculum areas.

### MAIN ACTIVITIES

- To be responsible for a class and to be an exemplar of effective Primary practice.
- To monitor and assess pupils' progress and achievement, set learning targets and keep appropriate detailed cumulative records.
- To liaise and communicate regularly with the Headteacher, SLT and colleagues and to prepare reports for the Headteacher, colleagues, parents and governors as appropriate.
- To take a full and active part in the appraisal cycle.
- To manage teaching assistants and other support staff as required.
- To support the transition between year groups and key stages as appropriate.
- To implement the school's assessment, profiling and reporting policy.
- To be committed to flexibility in working with pupils throughout the school.
- To be committed to working as part of the school team.

### SUBJECT LEADERSHIP

At Carrington Junior School every class teacher who has completed their NQT year is expected to take on the role of co-ordinator of a subject across the whole school. The expectations for this aspect of the role are:

- To keep abreast of current development in the subject.
- To work with colleagues to review the subject policy and schemes of work used across the school.
- To work with colleagues to review planning, assessment, recording and reporting of the subject.
- To share professional knowledge and to advise on appropriate resources to enhance learning and teaching in the subject.
- To attend training and report back to staff on training attended.
- To draw up a development and improvement plan for the subject in consultation with the Headteacher and other colleagues.
- To contribute to the School Development Plan.

## **KEY SCHOOL POLICY LINKS**

The post holder will contribute to the school's policy objectives by:

- complying with all Health and Safety requirements and initiatives.
- being aware of the school's Child Safeguarding policy and alert to signs that a child may be at risk.
- ensuring compliance with Data Protection legislation.
- operating at all times within the school's Equal Opportunities framework and Disability and Equality Scheme.
- maintaining professional confidentiality about the children at all times.
- contributing to improving standards for pupils as appropriate.
- contributing to the maintenance of a caring and stimulating environment for pupils.

## **CONDITIONS OF SERVICE**

Governed by the National Agreement Pay and Conditions, supplemented by local conditions as agreed by the Board of Governors.