

Lewknor Church of England Primary School

Job Description – Maternity Cover Teacher KS1

Post: Maternity Cover Teacher KS1

Responsible to: Headteacher

Job Purpose: To take responsibility for the Infants Class (Years 1 and 2)

Aims

1. Support the aims and ethos of the school
2. Sustain and improve the quality of education offered to the pupils in the school through promoting the highest possible standards in an environment which is conducive to excellence in learning and teaching
3. Develop and present all teaching in a manner that inspires wonder and a thirst for understanding

Curriculum Management

1. Set high expectations which inspire, motivate and challenge all pupils
2. Plan carefully to meet the objectives of a mixed age class
3. Teach well-structured lessons following the school's plans, curriculum schemes of work and expectations
4. Monitor the progress of all pupils taught, including those with specific needs e.g. SEND and Pupil Premium
5. Adapt teaching to respond to the strengths and needs of all pupils
6. Promote good progress and attainment outcomes for all pupils
7. Monitor and evaluate the curriculum and review planning, assessment, record-keeping and reporting procedures as and when requested
8. Be involved in decision-making and policy development across the school in the agreed curriculum subjects
9. Participate in the development of the school and contribute to the school's development plan
10. Work closely with school governors where appropriate
11. Participate in professional development activities in order to keep skills and knowledge up-to-date

Assessing, Recording and Reporting on Children's Progress

1. Monitor the individual progress of children through target-setting, assessment and regular feedback
2. Produce written reports for parents / carers
3. Communicate effectively with pupils, parents and carers
4. Take part in and help organise parents' briefings/consultations and topic evenings
5. Make full use of PPA time to raise standards

Children's Behaviour

1. Maintain high standards and expectations for children's behaviour
2. Keep records of children's behaviour when necessary
3. Make contact with parents to discuss children's behaviour and the Home-School Agreement when necessary
4. Monitor attendance and punctuality

Children's Guidance and Support and the Role of the Class Teacher

1. Get to know all the children thoroughly and develop a good rapport with them
2. Keep in touch on an informal basis with parents of children in the class whilst maintaining an appropriate professional relationship
3. Take steps to prevent bullying and support victims of bullying
4. Take a lead in collective worship as per the school's timetable (e.g. Celebration or Special Assemblies)
5. Participate in extra-curricular provision, as reasonably agreed with the Headteacher

Safeguarding

1. Understand and comply with the school's Safeguarding and Child Protection policies and procedures in the interest of the safety and welfare of all children
2. Take appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with the Designated Safeguarding Lead

Arrangements for Performance Management

1. Meet the expectations of performance management, which will be the responsibility of the Headteacher
2. Meet the expectations set out in the Teachers' Standards to an outstanding level

General Responsibilities

1. Ensure appropriate and professional conduct at all times
2. Ensure the implementation of the school's policies, practices and procedures
3. Organise and accompany school trips as required
4. Liaise with outside agencies and other professionals as necessary
5. Attend relevant training
6. Make a positive contribution to the wider life and ethos of the school, for example, by taking a lead on curriculum development
7. Direct and supervise support staff assigned to the class
8. Collaborate and cooperate over methods to drive school improvement (e.g. through pupil progress meetings)

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Signature of Post holder

Signature of Headteacher.....