

## Athena School

South Park Avenue

Lincoln

LN5 8EL

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Executive Head Teacher – Bridget Robson

Head of School – Michelle Bunn



## Job Description for Teachers

This job description is subject to the conditions set out in the School Teachers' Pay and Conditions Document 1998 Part XII.

The class teacher will carry out professional duties under the reasonable direction of the Head teacher. The class teacher will also, from time to time, carry out any duties that may be reasonably given by the Head teacher. With respect to curriculum responsibility these will be agreed on an annual basis but may be reviewed during the course of the year.

### Teaching

In implementing the curriculum of the school the class teacher will work in collaboration with the other members of the teaching staff in order to:

- Contribute to the long term plan on a termly basis.
- Plan and prepare medium term plans and relevant schemes of work.
- Plan and prepare lessons which are differentiated to meet the needs of all the children within the class. Ensure that these lessons offer a variety of teaching methods.
- Mark the children's work in accordance with school policy.
- Assess, record and report on the development, progress and attainment of pupils in accordance with agreed practice of the school.
- Maintain a nurturing immersive classroom environment.
- Maintain relevant risk assessments for individuals and certain activities.
- Liaise regularly with parents and carers via the Home/School diary, target setting meetings, parent days/evenings and open days.
- Liaise with other agencies engaged in work with the child and family.
- Register the children twice a day.

### Staff meetings

The class teacher will participate in meetings in the school which relate to the curriculum, administration or organisation of the school.



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## Professional Development

- Working in consultation with the leadership team of the school and, when appropriate, the teaching staff, the individual teacher will evaluate teaching practices and participate in the sharing of good practices.
- Undertake training within school and on external courses in agreement with the Head teacher.
- Participate in Performance Management programme.

## Health and Safety

The class teacher will maintain a working knowledge of the Health and Safety Policy of the school and at all times safeguard the health and safety of the children and colleagues.

Will recognise the vulnerable nature of our children and ensure that risk assessments precede activities where appropriate.

To undertake training in positive physical intervention to deal with potentially dangerous situations. To adhere to the strategies espoused in the Team Teach Programme.

To seek advice and support from colleagues and the leadership team with regard to any concern in relation to the well-being of themselves, individual pupils, groups and members of staff.

## Curriculum Responsibility

The class teacher will carry out a co-ordinator's role in accordance with our schools agreed policy on the role of the co-ordinator.

- Take the lead in policy development and the production of schemes of work designed to ensure progression and continuity throughout the school.
- Support colleagues in their development of detailed work plans and implementation of the scheme of work and in assessment and record keeping activities.
- Monitor progress and advise the Head on action needed.
- Take responsibility for the purchase and organisation of resources.
- Keep up to date with developments and disseminate information to colleagues as appropriate.