



The Gregg Preparatory School

The Gregg Schools Trust



CLASSROOM TEACHER

1. **Title of Post:** Classroom Music Teacher Reception/ KS1 / KS2

2. **Purpose of the Job**

To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher.

3. **Relationships**

The postholder is responsible to the Headteacher in all matters, and to the Deputy Head as appropriate in respect of curricular and pastoral matters.

The postholder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

4. **Particular Responsibilities**

The particular responsibilities attaching to the post of classroom teacher are as follows:

- (a) to teach, according to their educational needs, pupils assigned to him/her in the allocated classes;
- (b) to maintain good order, discipline and respect for others; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning;
- (c) to contribute to Staff meetings, discussions and management systems necessary to co-ordinate and integrate this into the work of the school as a whole;
- (d) to promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy;
- (e) Form teacher duties as necessary;
- (f) to take part in whole-school reviews of policy and aims in the revision of formulation guidelines;
- (g) to evaluate and review one's own teaching methods, materials and schemes of work and to make changes when appropriate;

- (h) to take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of pupils and supervising before and after school sessions;
- (i) to teach a class or classes, sets, groups or supervising individual pupils, and to supervise and so far as practicable to teach, any pupils whose teacher is absent;
- (j) to control and oversee the use and storage of books and other teaching materials provided for class usage.
- (k) to oversee the summer production in liaison with SLT.

5. **Key Tasks**

The key tasks attaching to the post of Classroom teacher are:-

- (a) to set tasks to be undertaken by pupils both at school and elsewhere
- (b) to mark and assess pupil's work and to record their development, progress and attainment, both at school and elsewhere
- (c) to build and maintain co-operative relationships with parents and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
- (d) to assess pupils' achievements and progress in accordance with arrangements agreed within the school
- (e) to provide and contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils
- (f) to plan and prepare courses and schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of pupils
- (g) to maintain an attractive and stimulating classroom environment and to contribute to displays in the school as a whole
- (h) to run an after-school club.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times.

If, in the course of carrying out the duties of the post, the post-holder becomes aware of an actual or potential risks to the safety or welfare of children in the School, he/she must report any concerns to the Designated Safeguarding Lead (DSL).