

Job Description: Class Teacher (Maternity Cover)

School: West Bridgford Infant School

Grade: Main Pay Scale

Contract: Maternity Cover

Responsible to: Executive Head Teacher



Purpose of the Job

To undertake the responsibilities of a Class Teacher during a period of maternity cover, providing continuity of high-quality teaching and learning in line with the **Teachers' Standards**. The post holder will support pupils' academic, personal and social development while upholding the inclusive ethos, values and policies of West Bridgford Infant School.

Champion Ourselves, Champion Others, Champion our School & Community and Champion the Wider World

General Responsibilities – Class Teacher

The post holder will:

- Carry out the professional duties of a teacher as defined in the **School Teachers' Pay and Conditions Document** and in accordance with the **Teachers' Standards**.
 - Promote and safeguard the welfare of children and young people in line with the school's safeguarding and child protection policies.
 - Establish positive working relationships with pupils, parents/carers and colleagues.
 - Contribute to a safe, supportive and stimulating learning environment appropriate to infant-aged children.
 - Follow school policies, procedures and practices, including those relating to inclusion, equalities, health and safety and data protection.
 - Work collaboratively with colleagues to ensure continuity of provision during the maternity cover period.
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Planning & Learning

The post holder will:

- Plan and prepare lessons that meet the requirements of the National Curriculum for Key Stage 1.
- Ensure lessons are well-structured, purposeful and pitched appropriately to meet the needs of all pupils.
- Take account of prior attainment and assessment information when planning learning activities.

- Adapt learning effectively to support pupils with additional needs and to challenge higher-attaining pupils.
 - Work with other staff members to support learning objectives where appropriate.
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Teaching and Classroom Management

The post holder will:

- Create a positive, inclusive and nurturing classroom environment where pupils feel safe, motivated and valued.
 - Maintain high expectations for behaviour, learning and achievement.
 - Use effective behaviour management strategies in line with the school's behaviour policy.
 - Deliver learning using age-appropriate teaching strategies that promote curiosity, independence and engagement.
 - Ensure the effective use of classroom resources and areas within the classroom.
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Monitoring, Assessment, Recording and Reporting

The post holder will:

- Use a range of assessment strategies to monitor pupil progress and inform teaching.
 - Maintain accurate and up-to-date records of attainment and progress in line with school procedures.
 - Provide pupils with supportive and constructive feedback to support learning and development.
 - Contribute to pupil progress reviews and discussions with colleagues.
 - Prepare reports for parents/carers and participate in parent consultations as required.
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Whole School Organisation

The post holder will:

- Work as part of the staff team to support the smooth running of the school during the maternity cover period.
 - Attend staff meetings, training and briefings as required.
 - Contribute to whole-school activities and events where appropriate.
 - Support agreed whole-school priorities and initiatives during the period of employment.
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Professional Development

The post holder will:

- Demonstrate professionalism, integrity and reliability at all times.
- Take responsibility for maintaining and developing professional knowledge and skills.
- Engage positively in induction, support and performance review arrangements appropriate to a fixed-term maternity cover post.
- Actively reflect on practice to improve outcomes for pupils.

Teachers may be asked to carry out any other reasonable duties as requested by the Executive Headteacher. This job description is not necessarily a comprehensive definition of the post.