

Job Description



POST: Class Teacher

CONTRACT: Full Time / Permanent **GRADE:** Main Scale/UPS

Introduction:

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post-holder.

The performance of all duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure or Raising Concerns at Work Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and Procedure and the Bullying Policy.

Main responsibilities

In addition to the duties outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation, you will be directly accountable to the Headteacher and responsible for fulfilling the role of class teacher by meeting the following:

Professional Duties:

1. To have a good knowledge of all the children in his or her class. This should include knowledge of the child's attainment, progress and previous education.
2. To participate in developing and reviewing the aims and objectives for the children in each area of the curriculum. This should include reviewing schemes of work and contributing to long term plans/curriculum maps with colleagues.
3. To translate the aims and objectives into a curriculum which is relevant to the abilities, aptitudes and needs of each individual child. He or she should also ensure that each child has a balance of experience in each curriculum area. The teacher should identify those children who need additional support or help and provide for their needs.
4. To maintain accurate and updated records of each individual pupil's performance in order to promote continuity of learning and assessment in the school and on transfer.
5. To ensure that his or her classroom provides a stimulating environment for the children. The class teacher should take care of the resources within his or her care.
6. To provide guidance and advice to pupils on educational and social matters. He or she should also consult with parents and encourage them to be involved in their child's education. The teacher should also help to maintain a high standard of behaviour discipline among the pupils.
7. To provide a written medium term plan of the work that he or she plans to cover during the term, together with weekly planning and assessment activities.
8. To evaluate each week's teaching and use information to inform next steps in pupils learning.

General Responsibilities

1. To ensure effective communication with parents and with persons or bodies outside the school who are concerned with the welfare of pupils, after consultation with appropriate staff.
2. To contribute to the personal, social, health, citizenship and enterprise education of pupils according to school policy.
3. To work as a member of the whole school team and contribute positively to effective working relationships within the school.
4. To engage in the appraisal (performance management) process.
5. To contribute to the formulation and implementation of the School Development Plan and associated action plans, as appropriate.

Curriculum Management

1. To oversee the planning and assessment of children's work in the agreed subject areas across the school, in conjunction with colleagues.
2. To lead/participate in meetings to oversee changes to school policy in the agreed curriculum subjects.
3. Be involved in decision making and policy development across the school in the agreed curriculum subjects.
4. To work closely with school governors who are responsible for the agreed curriculum subjects.
5. To participate in professional development activities in order to keep up-to-date with curriculum developments.
6. To set up co-ordinator's files, including samples of children's moderated work, for any areas of curriculum responsibility.

Health & Safety

1. To undertake the training necessary to conform to school policy on Health & Safety policies & procedures.
2. To be proactive in reporting Health & Safety issues and minimising risk.
3. To take responsibility for personal safety and welfare whilst on the school premises, and with school equipment.
4. Take appropriate responsibility for the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager.

Safeguarding and Promoting British Values

1. To have due regard for safeguarding and promoting the welfare of children and British Values, and to follow all associated child protection and safeguarding policies as adopted by the school and the Local Authority.

Other Duties

1. To play a full part in the life of the school community, and support its ethos and values as a Church School.
2. To follow and actively promote the school's policies.
3. To pursue own personal and professional development.
4. To use PPA time effectively to contribute to high standards in learning and teaching.
5. With support from colleagues, to manage and maintain a healthy work-life balance and level of wellbeing.

Signature of post-holder: _____ Date: / /

Signature of headteacher: _____ Date: / /

