**Thurlby Community Primary Academy**

**Job Description: Teaching Staff**

# February 2023

**Name:**

**Post** **Held:** Class Teacher

**Salary Grade:** Main Pay Scale

**General Duties**

1. To carry out the duties of a teacher as set out in the current Teacher's Pay and Conditions Document.
2. To teach pupils in the age range 4+ to 11 in accordance with the agreed philosophy, aims and policies and practices of the academy.
3. To carry out such particular duties as are set out in the Teachers Pay and Conditions Document as the Headteacher may reasonably direct.
4. The days and the hours to be specified by your employer or by the Headteacher in accordance with the Teachers Pay and Conditions Document.
5. The job description will be reviewed at the start of each academic year.
6. To be appraised every year in accordance with the academy's performance management policy.
7. To be committed to safeguarding and promoting the welfare of children and young people.

## Responsibilities as Class Teacher

1. To ensure that lessons are well planned and are appropriate for the age and ability of the children.
2. To prepare lessons appropriately and ensure all materials required are at hand.
3. To provide a well resourced and well organised teaching environment which assists learning.
4. To deliver lessons in a stimulating and professional manner and follow a regular timetable to ensure appropriate coverage of national curriculum subjects.
5. To ensure work is marked according to the academy policy and assessments undertaken again in accordance with academy policies.
6. To make effective use of the academy’s resources and provide an interesting and stimulating learning environment for all pupils within the class.
7. To maintain individual education plans for those children who have special needs.
8. To provide suitable pastoral care and to maintain good discipline for all the children in the class. To also have a general duty of care toward all the children in the academy and toward staff and other adults with whom you work.
9. To undertake duties and responsibilities related to monitoring the behaviour and management of the children in assemblies and on the playground.
10. To attend planning meetings and provide appropriate planning according to schedules agreed with colleagues.
11. To actively support the academy’s policy of providing extra curricular activities for pupils.

### Agreed and Signed

**Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Headteacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**