

WILLIAM LAW CE PRIMARY SCHOOL



William Law School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Description for Class Teacher

Post holder NAME

In accordance with the school's policies and under the direction of the head teacher:

Teaching

having regard for the school's curriculum, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you:

- plan and prepare courses and lessons;
- teach, according to their educational needs, the pupils assigned to you,
- set work to be carried out by the pupil in school and elsewhere;
- assess, record and report on the development, progress and attainment of pupils;

Other activities

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
- provide guidance and advice to pupils on educational and social matters and, where appropriate, on their further education and future careers, include information about sources of more expert advice on specific questions; make relevant records and reports;
- make records of and reports on the personal and social needs of pupils;
- communicate and consult with the parents of pupils;
- communicate and co-operate with persons or bodies outside the school;
- participate in meetings arranged for any of the purposes described above;

Assessments and reports

- ☐ provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

Appraisal or review of performance

- ☐ participate in arrangements for the appraisal or review of your performance and that of other teachers;

Review, induction, further train and development

- review from time to time your methods of teaching and programmes of work;
- participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in the annual statement of objectives;

Educational methods

- advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

Discipline, health and safety

- maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Staff meetings

- participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Cover

- in circumstances that are not foreseeable, supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so (this will rarely be required);

External examinations

- participate in arrangements for preparing pupils for external examinations, assess pupils for the purposes of such examinations and record and report such assessments.

Management

- contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods;
- if required, assist the head teacher in carrying out threshold assessments of other teachers for whom you have management responsibility;
- co-ordinate or manage the work of other staff;
- take such part as may be required of you in the review, development and management of activities related to the curriculum, organisation and pastoral functions of the school;

Administration

- participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school;
- register the attendance of pupils and supervise pupils;

Worship

- Participate in the worship life of the school by attending and, when required, lead assemblies.

This job description may be amended at any time after discussion with you, but in any case will be reviewed at the beginning of each new school year.