

LINCOLNSHIRE COUNTY COUNCIL Allington with Sedgebrook Church of England School	
JOB DESCRIPTION	
DIRECTORATE: Children's Services	Division/Section/Branch: Schools
Service/Sub-Division:	
JOB TITLE: CLASS TEACHER	JEM Number
GRADE: M1-M3	
REPORTS TO: Headteacher (or other designated person)	
1.	GENERAL DUTIES <ol style="list-style-type: none"> i. To carry out the duties of a teacher as set out in the current Teacher's Pay and Conditions Document. ii. To teach pupils in the age range 4+ to 11 in accordance with the agreed philosophy, aims and policies and practices of the school. iii. To carry out such particular duties as are set out in the Teachers Pay and Conditions Document as the Headteacher may reasonably direct. iv. The days and the hours to be specified by your employer or by the Headteacher in accordance with the Teachers Pay and Conditions Document. v. The job description will be reviewed at the start of each academic year. vi. To be appraised every year in accordance with the school's performance management policy. vii. To be committed to safeguarding and promoting the welfare of children and young people.
2.	Responsibilities as Class Teacher <ol style="list-style-type: none"> i. To ensure that lessons are well planned and are appropriate for the age and ability of the children. ii. To prepare lessons appropriately and ensure all materials required are at hand. iii. To provide a well-resourced and well organised teaching environment which assists learning. iv. To deliver lessons in a stimulating and professional manner and follow a regular timetable to ensure appropriate coverage of the school curriculum. v. To ensure work is marked according to the school's policy and assessments undertaken again in accordance with school policies. vi. To make effective use of the school's resources and provide an interesting and stimulating learning environment for all pupils within the class.

	<ul style="list-style-type: none"> vii. To maintain individual education plans for those children who have special needs. viii. 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 school and toward staff and other adults with whom you work. ix. To undertake duties and responsibilities related to monitoring the behaviour and management of the children in assemblies and on the playground. x. To attend planning meetings and provide appropriate planning according to schedules agreed with colleagues. xi. To actively support the school's policy of providing extra-curricular activities for pupils. xii. To support and lead curriculum and subject development (dependent on experience). xiii. To fulfil all elements of the teacher standards xiv. To uphold our Christian values and ethos
3.	<p>MANAGEMENT OF PEOPLE</p> <p>SUPERVISION OF PEOPLE</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>Required to be creative when assisting with adaptation and planning of activities.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Direct contact with children and their parents/carers, other employees at the school. Liaise with other professionals under the guidance of the Headteacher.</p>
6.	<p>DECISIONS</p> <p>a) Discretion –</p> <p>The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.</p> <p>b) Consequences –</p> <p>Any errors should be easily identified and rectified</p>
7.	<p>RESOURCES</p> <p>Learning resources.</p>
8.	<p>WORK ENVIRONMENT</p> <p>a) Work Demands –</p> <p>Subjected to conflicting priorities due to curriculum and care needs</p>

	<p>b) Physical Demands –</p> <p>Subjected to considerable physical demands due, for example, to height of furniture.</p>		
	<p>c) Working Conditions –</p> <p>School based and may be required to undertake reasonable duties of a personal nature.</p>		
	<p>d) Work Context –</p> <p>Potential risk to well being through hygiene duties and possible aggression from pupils/parents/carers.</p>		
9.	<p>KNOWLEDGE AND SKILLS</p> <ul style="list-style-type: none"> • A qualified teacher with QTS (Qualified Teacher Status) or in the process of obtaining it. • A passion for teaching and a commitment to fostering a love of learning in young children. • Strong communication and interpersonal skills. • A collaborative approach to working with colleagues, pupils, and parents. 		
10.	<p>GENERAL</p>		
	<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>		
	<p>Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>		
	<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>		
	<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>		
	<p>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>		
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
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