

JOB DESCRIPTION – Class Teacher

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Subject Leaders and other current educational legislation.

This job description may be amended at any time following discussion between the headteacher and member of staff and will be reviewed annually at Appraisal meetings.

Exercise of particular duties – you shall -

- perform, in accordance with any directions which may reasonably be given to you by the head teacher.
- promote the Christian ethos and high values of St. John's CE Primary School and Nursery

Professional duties – you shall, with the support of the leadership team -

- follow duties deemed to be included in the professional duties which a teacher may be required to perform, by following procedures laid down in St. John's and the local authority's policies. Including those in relation to the Teachers Standards and -
 - **Teaching:**
 - Have regard to the curriculum for the school, and work to promote 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, including the setting and marking of work to be carried out by the pupils
 - assess, record and report on the development, progress and attainment of pupils in your charge to parents, the headteacher and the governing body.
 - **General 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 on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and report
 - 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:**

- participate in arrangements made in accordance with St. John's Appraisal Policy appraising your performance and that of other teachers;
- **Review, induction, further training and development;**
 - regularly review 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 aim to meet needs identified in appraisal objectives or in appraisal statements;
- **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;
 - Report to the Headteacher any Health and Safety or safeguarding issues that you become aware of
- **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;
- **Administration:**
 - Attend collective worship, register the attendance of pupils and supervise pupils, during school sessions.
- **Monitor an area of the curriculum or whole school development. (Not for ECT's)**
 - ensure all teachers are kept informed of latest developments in a curriculum or whole school development area
 - maintain a curriculum map (where appropriate) to ensure that the national curriculum learning objectives are taught to all children at St. John's CE Primary School in an exciting and stimulating way
 - ensure that resources are maintained and stored safely through the management of a designated budget

Class Teacher

Signed _____ Date _____

Name _____