

**ELDON PRIMARY SCHOOL**

**JOB DESCRIPTION CLASSTEACHER**

**Title and grade of post**

Class teacher Pay Scale for Classroom Teachers MPS/UPS

**Purpose of the Post**

To take responsibility for the education and welfare of a designated class of pupils having due regard to the requirements of the National Curriculum and school policies

**Relationships**

The post holder is responsible to the Headteacher or named line manager for his/her teaching duties and responsibilities.

The post holder is responsible for the supervision of the work of classroom assistants during the times they are allocated to his/her classes.

**Particular Responsibilities**

The particular responsibilities attaching to the post of class teacher are as follows:

1. to teach, according to their educational needs, a class of pupils assigned to him/her;
2. to promote a positive, conducive and safe learning environment encouraging high standards in punctuality, quality and presentation of work and relationships
3. to control and oversee the use of resources and teaching materials provided for class usage and to supervise the work of classroom assistant(s) when they are allocated to the teacher’s class;
4. to maintain discipline in accordance with the rules and pupil behaviour policy of the school;
5. to contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole; and
6. to promote equal responsibilities within the school and to work in accordance with the school’s equal opportunities policy.

**Key Tasks**

The key tasks related to this post are as follows

 **Teaching and learning**

1. Carry out teaching duties to meet objectives specified in the school's schemes of work and National Curriculum for an assigned class
2. To assess, record and report on the attendance, progress, development and attainment of assigned pupils as defined by school policy
3. To provide a high-quality learning experience for all pupils

 **Assessing and reporting**

1. Mark and return work in accordance with school policies within agreed time span
2. Provide or contribute to assessment reports to monitor student progress
3. Liaise with parents and attend parent consultation evenings

 **Collaborative working**

1. To work as a member of a specified team and contribute positively to effective working relationships within the school
2. To participate in arrangements for performance management

 **Standards and quality assurance**

1. Promote the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend and participate, as directed, in open evenings and student performances
4. Uphold the school's behaviour code and uniform regulations
5. To actively pursue own personal and professional development
6. Attend team and staff meetings as directed

***Eldon Primary School is committed to safeguarding and promoting the welfare of children. All appointments are subject to satisfactory pre-employment checks, including a satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring Service (DBS)***