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| **CedarParkLogo_600dpi** | **Cedar Park School** |
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**CLASS TEACHER**

**About the role:**

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| **Purpose:**To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document and the expectation of Standards for Teachers as defined by the DfE. At Cedar Park School, these duties have been interpreted and agreed as follows:**Teaching and Learning*** Planning and preparing lessons
* Teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of work
* Assessing and recording the development, progress and attainment of pupils
* Securing and sustaining effective teaching of the curriculum; evaluating the quality of learning and the standards of children’s achievements and taking action to improve the quality of provision
* Ensuring curriculum coverage, continuity and progression for all children
* Communicating effectively with teaching assistants (TAs) and support staff

Ensuring effective and efficient management and organisation of learning resources including ICTCreating a stimulating and safe learning environmentEnsuring that children make progress in line with school expectations**Other activities*** Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you
* Providing guidance and advice to pupils on educational and social matters; making relevant records and reports
* Communicating and consulting effectively with the parents of pupils
* Communicating and co-operating with persons or bodies outside the school
* Participating in meetings arranged for any of the purposes described above

**Discipline, health and safety*** Maintaining good order and discipline among the pupils and safeguarding 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
* To take reasonable care for your own health and safety

**Safeguarding*** To ensure that the School Safeguarding Policies and Procedures are implemented and followed accordingly.

**Administration*** Participating 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
* Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions

**Performance Management*** Participating in arrangements made in accordance with statutory regulations made under section 131 of the Act for the appraisal of performance and that of other teachers

**Review, induction, further training and development*** Participating in professional development activities which aim to meet needs identified in appraisal objectives or in appraisal statements

**Staff meetings*** Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

**Other Duties*** Carry out any other duties as the Headteacher may reasonably direct

This job description will be reviewed on an annual basis as part of the school's performance management arrangements. It may be amended at any time after consultation with you. |