

## St Peter's CE Primary School

Chippenham Mews London W9 2AN

Headteacher: Mrs Alice Ducros

Deputy: Mrs Hattie Friedman

Telephone: 020 7186 0082

Email: [office@stpeterscm.co.uk](mailto:office@stpeterscm.co.uk)

Website: [www.stpeterscm.co.uk](http://www.stpeterscm.co.uk)



## Job Description- Class Teacher

### **DUTIES**

To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions document.

Set out in the remainder of this job description are the duties to be undertaken and performed to the satisfaction of the headteacher and governing body by the postholder in the role of class teacher.

### **School Responsibilities:**

- To promote the Christian ethos of the school.
- To ensure that the ethos reflects the agreed aims, principles of learning and our policy on equal opportunities and thereby promote the general progress and well-being of each child.
- To maintain good order and discipline among the pupils and safeguard their health & safety both on school premises and on authorised school activities elsewhere.
- To foster good relationships with staff, children, parents, governors and the local community.
- To have high expectations of yourself and of the children.

### **Teaching responsibilities:**

- To ensure the full implementation of agreed policies together with the required National Curriculum Schemes of Work, including the agreed policy and scheme for RE.
- To plan programmes of work at appropriate levels to match the abilities of the children.
- To prepare lesson plans.
- To assess, record and report on the development, progress and attainment of pupils
- To provide a stimulating environment and to set a high standard of display of pupils work in the classroom in line with agreed policy.
- To ensure that classrooms are tidy, well organised and maintained in order to promote high standards and achievement, and to give time to this each week.
- To ensure that equipment and supplies are carefully used, stored and maintained on a daily basis and that resources are carefully labelled and have their own place.
- To liaise with parents, support staff and outside agencies regarding the education of children for whom you are responsible and to participate in meetings with them as required.
- To leave clear instructions and prepared work for supply cover when absent.
- To undertake responsibility for implementing differentiated work for pupils on the SEN register, in collaboration with the SENCO.
- If you are an experienced teacher you will be required to take responsibility for a curriculum area, including monitoring, evaluation and managing a budget.

At St Peter's part of your duties is to work as a successful team member. As a member of this school team you should:

- Follow our staff guidelines
- Show sensitivity to colleagues' needs;
- Acknowledge other colleagues' strengths and be prepared to share your own knowledge and understanding with them;
- Acknowledge that help and guidance is a positive developmental tool, both as adviser and advised.

**Other responsibilities**

To undertake such duties of a similar nature as may be reasonably directed by the headteacher from time to time.

**Note:** The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the headteacher in the light of those changing requirements and in consultation with the postholder and governing body.

Signature of postholder: .....

Signature of Headteacher: .....