



## Job description

<b>Job title</b>		Class Teacher			
<b>Service Area</b>		Gearies Primary School		<b>Function</b>	
<b>Team</b>	Teaching	<b>Post number</b>		<b>Grade</b>	MPS
<b>Reports to</b>		Co-Head Teachers			
<b>Responsible for</b>					
<b>Purpose of job</b>					
<ul style="list-style-type: none"> <li>To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.</li> <li>You will be responsible for the education and welfare of a class with due regard to the school's aims, objectives and Schemes of Work, the requirements of the National Curriculum and any policies of the Board of Governors</li> <li>To share in the corporate responsibility for the well-being and discipline of all pupils.</li> <li>To develop a consistent, positive approach to all aspects of school life</li> </ul>					
<b>Major duties and responsibilities</b>					
<p><u>Responsibilities in the Classroom</u> The following list of duties highlights the key tasks, which the classroom teacher should undertake in order to meet the requirements of the provision of the School Teachers' Pay and Conditions Document.</p> <p><u>Curriculum</u></p> <ul style="list-style-type: none"> <li>to plan and prepare written lessons termly, weekly and daily in line with agreed school policy</li> <li>to teach pupils according to their educational needs including the setting and marking of work</li> <li>to ensure that all aspects of the National Curriculum are covered when applicable</li> <li>to make appropriate use of the range of resources available in school</li> <li>to prepare a well-balanced flexible timetable.</li> </ul> <p><u>Assessment and Record Keeping</u></p> <ul style="list-style-type: none"> <li>to assess, record and report on the development, progress and attainment of pupils</li> <li>to maintain all agreed school records on children.</li> </ul> <p><u>Classroom Management</u></p> <ul style="list-style-type: none"> <li>to maintain an accurate daily class register and dinner book in the morning and afternoon in accordance with school and LEA policy</li> <li>to maintain a display of children's work and appropriate charts needed by the children</li> <li>to organise the furniture and resources in the classroom to reflect curricular needs, physical restrictions and interests of the children.</li> <li>to teach children to use and store resources correctly and safely</li> </ul> <p><u>Discipline and Health and Safety</u></p> <ul style="list-style-type: none"> <li>to maintain good order and discipline among the children</li> <li>to safeguard children's health and safety both on school premises and when they are engaged in school activities elsewhere</li> <li>to follow all procedures in the Health and Safety Document of the school.</li> </ul> <p><u>Pastoral Care</u></p> <ul style="list-style-type: none"> <li>to be aware of the child's home background and act upon any problems relating to the child's health</li> <li>to discuss with the Co-Head Teacher or Assistant Head Teacher suspected abuse and signs of non-accidental injury.</li> </ul> <p><u>Whole School Responsibilities</u></p> <ul style="list-style-type: none"> <li>to attend and contribute to staff meetings and training sessions</li> <li>to share skills and knowledge with colleagues as appropriate</li> <li>to participate in the evaluation of current policies and the formulation of new policies.</li> </ul>					

External accountability

- to keep the Co-Head Teachers well informed on all matters relating to the school and the pupils
- to be available to parents at a mutually convenient time before and after school
- to attend Parents Evenings and prepare necessary reports in accordance with DfE regulations
- to prepare reports for Governors and members of the Local Authority if required to do so
- to maintain appropriate, official records and returns
- to attend, as appropriate, courses and meetings held away from school
- to report back to colleagues when appropriate
- to liaise with support agencies and professional bodies when appropriate.

The Job Description allocates duties and responsibilities; it does not direct the amount of time to spend in carrying them out. In allocating time to the performance of duties and responsibilities, the teacher must use directed time in accordance with the School's policy and the School Teachers' Pay and Conditions Document.

The Job Description is not necessarily a comprehensive definition and the teacher may be required to undertake such other tasks appropriate to the level of appointment as the Co-Head Teachers may require.

**Signed:**

**Date:**



## Person specification

<b>Job Title</b>	Class Teacher				
<b>Service Area</b>	Gearies Primary School		<b>Function</b>		
<b>Team</b>	Teaching	<b>Post number</b>		<b>Grade</b>	MPS
<b>Selection Criteria</b>					
<b>Education and Qualifications:</b> Relevant teaching qualification(s)					Essential
<b>Experience/Knowledge/Skills/Competencies:</b>					
<ul style="list-style-type: none"> <li>• Good knowledge of the school curriculum and assessment practices.</li> <li>• Very good classroom practices, including effective behaviour management and teaching strategies.</li> <li>• Good inter-personal skills and the ability to get on well with colleagues, children and parents.</li> <li>• An open mind to educational initiatives.</li> <li>• Good ICT skills and knowledge, and the ability to use them to support effective learning.</li> <li>• Excellent communication skills.</li> <li>• Flexible approach to the demands of the post.</li> <li>• Excellent organisational skills.</li> <li>• Experience of co-ordinating a subject in a school</li> <li>• Experience of leading curriculum change with teams of other professionals</li> </ul>					<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>