



Ireby Church of England Primary School

Job Description

Post: Class Teacher
Responsible to: Headteacher
Salary: MPS

Teaching:

In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in the class or group assigned to her/him:

- Planning and preparing courses and lessons
- Teaching, according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupil in the school and elsewhere
- Assessing, recording and reporting on the development, progress and attainment of pupils

Other activities:

- Promoting and supporting the distinctive ethos of a Church of England primary school by providing an appropriate role model
- Communicating the ethos and values of the school to pupils, parents and the community as required and contributing to the life of the school.
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her/him
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information and sources of more expert advice on specific questions; making relevant records and reports
- Making records of and reporting on the personal and social needs of the pupils
- Communicating and consulting 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

Assessments and reports:

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

Review, induction, further training and development:

- Reviewing from time to time her/his methods of teaching and programmes of work
- Participating in arrangements for her/his further training and professional development which aim to meet needs identified in performance management objectives and statements, and in line with the School Improvement Plan
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for her/his supervision and training

Educational methods:

- Advising and co-operating with the Headteacher and other teachers (or any one or more of them) 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

- 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

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

Administration

- Participating in administrative and organisational tasks relating to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school
- Taking and attending Collective Worship, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions

Duties should be carried out with due regard to statutory orders and regulations, articles of government and policies of the governors. This Job Description is not exhaustive and further reference should be made to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document and other current legislation. This job description may be amended at any time following discussion between the Headteacher and member of staff.