

HARMANS WATER PRIMARY SCHOOL
CONDITIONS OF EMPLOYMENT OF TEACHERS
JOB DESCRIPTION FOR CLASS TEACHER

A teacher who is not a head teacher shall carry out the professional duties of a teacher as circumstances may require:

PROFESSIONAL DUTIES

The following duties shall be deemed to be included in the professional duties which a teacher may be required to perform.

Teaching:

In each case having regard to the curriculum for the school.

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

Other Activities:

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to them.
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting the parents of pupils.
- Communicating and co-operating with persons or bodies outside the school; and 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.

Appraisal:

Participating in arrangements made in accordance with the Education (School Teacher Appraisal) Regulations 1991 for the appraisal of their performance and that of other teachers.

Review: Further training and development:

Reviewing from time to time their methods of teaching and programmes of work; and participating in arrangements for their further training and professional development as a teacher.

Educational methods:

Advising and co-operating with the head teacher 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.

Particular area of responsibility: _____

Where the subject is shared, both of the partners has an equal responsibility for the following:

- Monitoring pupil progress by sampling pupils' work and interviewing pupils in the time framework of the SIP.
- Reporting to teachers and SMT on pupil progress in writing at the end of the monitoring process.
- Monitoring subject delivery as per the SIP cycle.
- Preparing action plans for meeting the needs of the subject within the framework of the SIP.
- Monitoring planning for the subject each term or as appropriate and feeding back to colleagues in writing on what is working well and what requires development.
- Reviewing the curriculum policy for the subject and presenting it to Governors within the policy review cycle.

- Attending co-ordinators meetings as arranged by the LEA and maintaining a record of issues and initiatives in the subject file.
- Disseminate relevant information to colleagues.
- Supporting colleagues through teaching and team teaching in relationship with Performance Management objectives.
- Advising year leaders on resources.
- Audit and record what each year group has for the subject.

Member of Staff

Head Teacher

Date

Review