



JOB DESCRIPTION – September 2021

L..A.	Surrey
SCHOOL	Limpsfield C.E. Infant School
NAME	
JOB TITLE	Class Teacher
RESPONSIBLE TO:	Headteacher/Deputy Headteacher
PAY RANGE	Main Pay Scale (Fringe)

Limpsfield CE Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced-level check via the Disclosure and Barring Service (DBS) and Occupational Health Check is required for all members of staff.

This job profile recognises the demands of current Pay and Conditions regulations and reflects the policies established by the Governors of this school.

MAIN PURPOSE

- **To fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.**
- **To adhere to the Standards for Teachers as laid out on the gov.uk website and appraisal documentation.**

DUTIES AND RESPONSIBILITIES

Teaching and Learning

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Plan effectively, where applicable, to meet the needs of pupils with Additional Needs and, in collaboration with the SENCO, make an appropriate contribution to the preparation, implementation, monitoring and review Pathway Plans

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision

- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to carry out other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Headteacher's signature: _____

Date: _____

Teacher's signature: _____

Date: _____