

Langdon Primary School – Job Description

Position: Class Teacher

Job Purpose: To carry out the professional duties of a teacher as circumstances may require and in accordance with school policies under the direction of the Head Teacher

1 Professional Duties

Subject to:

- a) the 1994 and subsequent Education Acts and other legislation eg. School Standards and Framework Act 1998, Teacher's Standards 2012, relevant Health and Safety requirements affecting the school;
- b) School Teachers' Pay and Conditions Document
- b) The LA conditions of service;
- c) The School's Articles of Government;
- d) The School Governors' stated policy decisions;
- e) Other agreed policies and practices eg. from Staff Handbooks, School Prospectus, staff meeting decisions.

2 Teacher's Responsibilities

Teachers should make the safety, health, wellbeing and education of their pupils their first concerns and be accountable for achieving the highest possible standards in work and conduct. Teachers should act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and be self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

3 Class Teaching Responsibilities

- a) to set high expectations which inspire, motivate and challenge pupils;
- b) to demonstrate good subject and curriculum knowledge;
- c) to plan for and teach pupils effectively according to their age, ability and needs in order to ensure progression in their learning of knowledge, skills and understanding;
- d) to effectively monitor, assess, record and promote pupil progress across the curriculum;
- e) to consult with relevant stakeholders in matters relating to pupils' academic, pastoral and physical and mental well being;
- f) to organise resources, time and the learning environment to match the attainment of pupils to their identified needs and abilities ensuring that there is an appropriate level of expectation, challenge and support;
- g) to manage behaviour effectively to ensure a good and safe learning environment;

- h) to take a proportionate share of those responsibilities held by the staff as a whole;
- i) to participate in the in-house staff professional development training, including attending weekly teacher meetings, sharing expertise where appropriate;
- j) to attend relevant professional development opportunities linked to the needs of the children in the class and the School Improvement Plan;
- k) to evaluate own teaching critically in order to improve effectiveness;
- l) to accept other reasonable duties which the Head Teacher may from time to time require.

4

Personal and Professional Conduct

All staff are expected to have regard for maintaining the highest standards of personal and professional behaviour when working at Langdon Primary School. Teachers are expected to demonstrate consistently high standards of personal and professional conduct and to develop respectful and effective professional relationships with pupils, colleagues and stakeholders.

The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career:

- 1) Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- 2) Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance, punctuality and conduct.
- 3) Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.