

JOB DESCRIPTION

Class Teacher

INTRODUCTION

- ☐ You are required to carry out the professional duties of a schoolteacher as set out in the School Teachers Pay and Conditions document.
- ☐ The post holder will be expected to work in accordance with the policies of the school and the Local Authority.

PRIME OBJECTIVES OF THE POST

- ☐ To teach a class full time, to the high standard expected by the Headteacher, Governors and the community served by the school.
- ☐ To act as curriculum co-ordinator for *an area yet to be decided*

RESPONSIBILITIES AND RANGE OF DUTIES

- ☐ To be responsible to the Headteacher or her representatives.
- ☐ To manage and lead a curriculum area following school policy.
- ☐ To maintain good order and discipline among pupils whilst safeguarding their health and safety during activities which take place within and outside school.
- ☐ To supervise and manage other adults, for example teaching assistants and / or special needs support assistants.
- ☐ To attend staff meetings, parents evenings and school training day meetings as appropriate.
- ☐ To participate in procedures for implementing the school's Performance Management policy.
- ☐ To perform delegated duties in accordance with any directives reasonably given by the Headteacher or her representatives.

ADDITIONAL RESPONSIBILITIES

Subject Co-ordinator –(not ECTS)

- ☐ Keep personally well informed and up to date about the subject knowledge specific to your area of responsibility
- ☐ Prepare and keep under review the curriculum policy statement and scheme of work in consultation with the Head, Staff and Governors
- ☐ Provide guidance and support to staff in implementing policy and schemes of work, with particular attention to NQT's, those teachers new to the school and supply staff
- ☐ Organise appropriate school and externally based INSET for staff and evaluate its effectiveness
- ☐ Be responsible for ordering resources necessary for the subject and maintain an up to date inventory and check that staff are aware of them and can access and use them readily
- ☐ Monitor and evaluate the effectiveness of work in the subject throughout the school, including the quality of teaching and learning and the progress and achievement of pupils
- ☐ Set targets for improvement in your subject while being aware of local and national standards

- ☐ Monitor to what extent your subject contributes to the key skills of literacy, oracy, numeracy and ICT and to the pupils' spiritual, moral, social and cultural education, while taking account of equal opportunities
- ☐ Support staff with the diagnosis of pupils' learning difficulties and monitor the provision of your subject for SEN pupils through IEP's and in collaboration with SENCO
- ☐ Develop good relationships with other schools, agencies, parents etc as appropriate
- ☐ Lead by example in terms of school policy to demonstrate high standards of teaching in your subject to help sustain and raise pupils' motivation, behaviour and achievement
- ☐ Update Governors, Parents and SMT on pupils' progress in your subject and of strategic plan/development in your subject
- ☐ Contribute to the School Development Plan in respect of your subject

☐ **TEACHING AND PASTORAL CARE**

- ☐ As a classroom teacher plan, prepare and teach to meet the educational needs of all children assigned in accordance with the National Curriculum and policies of the school.
- ☐ To be aware of individual needs within the classroom, both educational and pastoral.
- ☐ To identify and support accordingly, pupils with special needs, including more able children, in liaison with other school staff and professional from external agencies.
- ☐ Provide guidance on the social and personal development of children and undertake pastoral care of pupils.
- ☐ To have high expectations and to create a learning environment of high quality and organisation.
- ☐ To work within the stated curricular organisational and philosophical aims of the school and assist in achieving their effectiveness.
- ☐ To co-operate with other members of staff, work as part of a team with professionalism, to achieve the overall aims and objectives of the school.
- ☐ To take part in the assessment of pupils within the school in accordance with statutory guidelines and school policies.
- ☐ To liaise with parents and keep them informed about their child's education and progress in line with school policy.

PROFESSIONAL DEVELOPMENT

- ☐ To review personal teaching methods and programmes of work.
- ☐ To undertake, as necessary or required, training to ensure continued professional development.

Signed Date

Agreed Date