

# PRIMARY CLASSROOM TEACHER

## JOB DESCRIPTION

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**Postholder** .....

### **Title and Grade of Post**

**Class Teacher - Mainscale**

### **Purpose of the Job**

To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher.

### **Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the "Burgundy Book") and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

### **Relationships**

The postholder is responsible to the Headteacher for his/her teaching duties and responsibilities and for teaching tasks. The postholder is responsible for working collaboratively and cooperatively with other members of the school staff, teaching and non-teaching. The postholder is responsible for the supervision of the work of classroom assistants relevant to her/his responsibilities.

### **Particular Responsibilities**

The particular responsibilities attaching to the post of class teacher are as follows:

- to teach, according to their educational needs, pupils assigned to him/her in the allocated class;
- to be accountable for the standards of achievement in his/her allocated class;
- to control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of classroom assistant(s) relevant to the allocated class;
- to maintain discipline in accordance with the behavior management systems of the school;
- to contribute to meetings, discussions and management systems
- to be responsible for promoting and safeguarding the welfare of children you are responsible for or come into contact with;

- to promote equal opportunities within the school and to seek to ensure the implementation the school's equal opportunities policy;
- to abide by all Health and Safety policies of the school and the local authority;
- to abide by all school policies;
- to obtain professional development which will benefit the individual and the school.

## **Key Tasks**

The key tasks attaching to the post of class teacher are:

- to monitor and report to parents on the progress of pupils in the allocated class;
- to assess pupils' achievements and progress in accordance with arrangements agreed within the school; and
- to maintain class attendance registers.