



JOB DESCRIPTION



Class Teacher

Stretham Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

In accordance with the school's policies and under the direction of the headteacher:

Teach

Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you:

- plan and prepare courses and lessons;
- teach, according to their educational needs, the pupils assigned to you;
- set and mark work to be carried out by the pupils in school and elsewhere;
- assess, record and report on the development, progress and attainment of pupils;

Other activities

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
- provide guidance and advice to pupils on educational and social matters and, where appropriate, on their further education and future careers, include information about sources of more expert advice on specific questions;
- make records of and reports on the personal and social needs of pupils;
- communicate and consult with the parents of pupils;
- communicate and co-operate with persons or bodies outside the school;
- participate in meetings arranged for any of the purposes described above;

Assessments and reports

- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

Appraisal or review of performance

- participate in arrangements for the appraisal or review of your performance and that of other staff;

Review, induction, further training and development

- review from time to time your methods of teaching and programmes of work;
- participate in arrangements for your further training and professional development as a teacher

Educational methods

- advise and co-operate with the headteacher, deputy headteacher, key stage leader and other teachers 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

- maintain good order and discipline among the pupils and safeguard 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

- participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Management

- contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods;
- co-ordinate or manage the work of other staff;
- take such part as may be required of you in the review, development and management of activities related to the curriculum, organisation and pastoral functions of the school;

Administration

- participate in administrative and organisational tasks related to such duties as are described above, include the direction or supervision of persons providing support for the teachers in the school;
- attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- You are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

All teachers (following successful completion on NQT / ECT) will have responsibility for the leadership of (a) subject(s) across the school.

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 directly 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 regularly.