

Job Description

Classroom teacher

General Details

Title of post:	Teacher
Salary:	Main Scale
Responsible to:	Headteacher

Key role and responsibilities:

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document 2016 and the Teacher's Standards Document 2011.

Key tasks:

In general the range of duties attached to this post involves: -

- Planning and preparing lessons and activities and attendant duties for the integration of the work of the class into the work of the school as a whole.
- Teaching, according to their educational needs, the pupils assigned to you including the setting and marking of work to be.
- The assessment of pupils' achievements and progress by reference to standard arrangements applicable to the school.
- Making the classroom learning environment a stimulating place for the pupils to work in. Organising materials attractively and efficiently and ensuring the pupils take care of them.
- Promoting the general progress and well-being of individual pupils and any class or group of pupils assigned to you.
- Reporting to the Headteacher any social, emotional, health or behaviour problems, learning difficulties and special needs as soon as you become aware of them.
- Making records of and reports on the personal and social needs of pupils.
- Maintaining class discipline in accordance with the rules and disciplinary and behaviour management systems of the school.
- Communicating and consulting with the parents of pupils, attending open days, consultation evenings, curriculum evenings and extra personal meeting, supporting the general life of the school.

- Communicating and co-operating with persons or bodies outside school.
- Contributing to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole.
- Co-operating and liaising with teaching and teaching support staff and sharing special skills.
- Co-operating in communal displays, projects and special events such as Spring Festival, Harvest Service, Christmas productions and curriculum evenings.
- Attending appropriate courses and continuing professional development activities to keep up to date with educational ideas and issues.
- Carrying out a share of supervisory duties in accordance with school schedules.
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils or groups of pupils.
- Participating in arrangements made in accordance with the schools Performance Management policy within the expectations of the national framework.
- Taking responsibility for promoting and safeguarding the welfare of children and young people within the school, raising any concerns by following the school protocol/procedures.

In each case having regard to the curriculum, policies and agreed working practices of the school.

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually. This job description does not form part of the contract of employment. It describes the way the classroom teacher is expected to perform and carry out responsibilities.