



## **JOB DESCRIPTION: CLASSROOM TEACHER**

POST: CLASSROOM TEACHER

SALARY: Teachers' pay scale

### **Part one: MAIN DUTIES**

The post holder is required to undertake an appropriate share of the duties attaching to teachers generally within the school as set out in the School Teachers' Pay and Conditions Document 2016 under the reasonable direction of the Head Teacher, including the role of:

### **Part two: PARTICULAR RESPONSIBILITIES**

AS CLASS TEACHER (See Part 3: Particular duties)

TO SCHOOL ORGANISATION (See Appendix one, Section B)

AS A SUBJECT LEADER (See appendix one, Section A and A.1)

### **Part three: PARTICULAR DUTIES**

- To **support the aims and ethos** fostered in school.
- To **plan, prepare and teach** all areas of the curriculum to pupils in Key Stage Two according to their needs.
- To **provide quality in all the learning experiences** of pupils in your care.
- To **assess, record and report** on the development, progress and attainment of pupils.
- To **communicate and consult** with parents.
- To have a corporate **responsibility for the behaviour** of the pupils in and around school and for general tidiness in the classroom and building.
- To participate in the school's **performance management** arrangements during which professional development and pupil progress objectives will be agreed.
- Consistently **implement and manage an organised, tidy school environment** including cloakrooms, communal spaces, teacher desk space, classrooms and storage spaces
- To **adhere to school safeguarding policies and procedures, responding appropriately** to disclosures or concerns relating to the **well-being of a child**
- To contribute to the **corporate nature of school life** and to the daily smooth running of the school.

### **Part four: Targets**

### **See Performance Management Statement and termly reviews**

The job description may be reviewed at the end of the academic year, or earlier, if necessary. In addition it may be amended at any time after consultation with you.

## APPENDIX ONE

### A. THE ROLE OF THE SUBJECT LEADER

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Communicate with pupils, parents and carers.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the professional development of other teachers and support staff.
- Deploy resources delegated to them.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.

#### A.1 CURRICULUM REVIEW AND DEVELOPMENT, CO-ORDINATING THE WORK OF TEACHERS

In relation to **co-ordinating the work of other teachers for the curriculum area/s** the post holder will:

- Take a **leading role, with the support of the Head Teacher and Deputy Headteacher, in monitoring and developing the quality of the planning, teaching and learning** of the curriculum area/s throughout the school
- **Audit standards** in the curriculum area/s throughout the school.
- **Disseminate information** regarding the National Curriculum and other educational developments to colleagues.
- **Provide guidance** and support to colleagues.
- **Develop and maintain liaison** with subject leaders for other subjects, at different Key Stages and with other organisations.
- **Initiate and lead staff meeting agenda items** where aspects of co-ordination are required.
- Support the Head Teacher in **communicating information** about the curriculum area for parents and governors.

### B. RESPONSIBILITIES TO SCHOOL ORGANISATION

- To contribute to the corporate nature of school life and fulfil the administrative tasks which contribute to the daily smooth running of the school.
- To lead extra-curricular activities including clubs

In your area of curriculum responsibility, you are:

- To inform the Head Teacher and record in your action plan resources that are required, so that the SLT can consider their priority status when producing School Development Plan. When agreed then organise the **purchase and distribution** of requisition.
- To take responsibility for the **organisation, care and maintenance** of resources, equipment and materials and make recommendations to staff

Signature of Head Teacher.....

Signature of teacher .....