

## Palmerston School - JOB DESCRIPTION

**Name:**

**Position:** **Class Teacher**

**Line Manager:**

**Main Areas of Responsibility:** **Negotiable**

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### **Class Teacher Responsibilities:**

1. To ensure the welfare / health and safety of all pupils in the school. This may involve liaising with other professionals and support agencies.
  2. To observe school, LEA and general procedures and regulations in respect of Health and Safety.
  3. To deliver a broad, balanced and differentiated curriculum as appropriate.
  4. To devise, implement, review and monitor Pupils Individual Programs and to communicate contents to parents.
  5. To monitor and review progress and to keep accurate assessment records as per policy.
  6. To complete all necessary documentation by deadlines given.
  7. To complete daily registers, monitor attendance patterns of pupils and work towards maximising attendance.
  8. To promote, expect & encourage high standards of behaviour, and provide behaviour support in line with school policy.
  9. To promote and monitor the personal and social development of the pupils.
  10. To encourage pupils to develop positive self images and promote high self esteem.
  11. To implement all school policies.
  12. To maintain positive home / school links, including communication via Efl at least 3 times per week.
  13. To monitor pupils and report all child protection concerns to the Designated Safeguarding Lead/Deputy
  14. To work in partnership with classroom support staff, involving them in planning and evaluation in line with the school code of conduct.
  15. To liaise with other professionals.
  16. To inform other teachers and support workers of any factors affecting a pupils learning.
  17. To facilitate any transition within or outside school.
  18. To attend all school meetings as required.
  19. To undertake any other task required by the Headteacher that is reasonable and possible within directed time.
  20. Undertake professional development opportunities.
  21. To undertake work related to the schools outreach service and ITT programme, including work in other settings as required.
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**Subject Co-ordination / Faculty Responsibilities:**

1. To produce (in consultation) and circulate basic documentation including policies and scheme of work.
  2. To ensure that the aims, principles and practices are based on pupils needs and with regard for national guidelines.
  3. To monitor continuity, progression, standards and assessments in faculty areas and ensure that appropriate means of moderating judgements are developed.
  4. To prepare an annual subject/area development plan including a spending plan.
  5. To stay abreast of current developments, maintain training and skills and to provide advice and support to help other staff maintain such standards.
  6. To identify school training needs & deliver training where appropriate.
  7. To maintain, monitor & audit resources, so as to ensure resources are of a high standard and sufficient for school needs.
  8. To consult with LA Inspectors and advisers and seek regional advice if necessary.
  9. To contribute to the School Development Plan.
  10. Present to Governors &/or other audiences as required.
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**Senior Management Team Responsibilities: NONE**

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**Signed:**

**Signed:**

**Date:**

**Review Date:**

This job description should be read in conjunction with the current School Teachers Pay and conditions Document.

Following consultations, the areas of curriculum responsibilities and the specified class group may be changed depending on the needs of the school.