



Job Description – Class Teacher

Job Purpose

To meet the requirements of:

- A teacher as set out in the School Teachers Pay and Conditions Document
- The Professional Standards for Teachers (available for reference from the head teacher)

Duties and responsibilities – General.

- Planning and preparing work for pupils assigned to him/her.
- Teaching, according to their educational needs, the pupils assigned to her/him including the setting and marking of work.
- To ensure that the registers are marked punctually and kept up to date as required by law. All absences should be accounted for and any problems or concerns reported to the Head Teacher.
- Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to him/her as per School Policy.
- Communicating and consulting with the parents of pupils he/she is assigned to teach.
- Participating in the arrangements for the appraisal of his/her performance.
- Participating in arrangements for his/her further training and professional development as a teacher as appropriate under Performance Management.
- Taking all reasonable steps in class and around the school environment to maintain good order and discipline among pupils and safeguarding their Health and Safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
- Participating, as appropriate, in meetings at school which relate to the curriculum, administration or organisation of the school.
- Supervising pupils – before, during or after school sessions – in accordance with school policy.
- To be actively involved in and support the wider life of the school