

Job Description

Teacher

Job Title Class Teacher		Service Area Children and Young People's Services
		Location Crocketts Community Primary School
Responsible to Head Teacher Assistant Head Teachers	Contacts Teaching and non-teaching staff, pupils and parents	Working hours Full time

The post holder is *immediately* responsible to the Key Stage Leader

The following duties shall be deemed to be included in the professional duties which a teacher (other than a Head teacher) may be required to perform:

1	Teaching: In each case having regard to the curriculum for the school:
1.1	planning and preparing lessons and sequences of lessons;
1.2	teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
1.3	assessing, recording and reporting on the development, progress and attainment of pupils;
2	Other activities:
2.1	promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
2.2	providing guidance and advice to pupils on education and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
2.3	making and updating records of and reports on the personal and social needs of pupils;
2.4	communicating and consulting with the parents of pupils;
2.5	communicating and co-operating with persons or bodies outside the school;
2.6	participating in meetings arranged for any of the purposes described above;
3	Assessment and Reports: providing or contributing to oral and written assessments, reports and references relating to individual pupil and group of pupils;
4	Appraisal: participating in arrangements made in accordance with The Education (School Teacher Appraisal) Regulations 2012 for the appraisal of their performance and that of other teachers;
5	Review: Further training and development:
5.1	reviewing, from time to time, their methods of teaching and programmes of work; and
5.2	participating in arrangements for their further training and professional development as a teacher
6	Educational methods: advising and co-operating with the Headteacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;
7	Discipline, health and safety:
7.1	maintaining good order and discipline among the pupils and safe-guarding 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;
7.2	reporting concerns in a timely manner to the appropriate person and seeking out advice as required on all matters

	of safeguarding, health and safety.
8	Staff Meetings: participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements;
9	Public Examinations participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations: in the week during which pupils are taught at the school;
10	
10.1	Administration: participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials; and
10.2	attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Issued by

Date of issue

Received by

Date received