

# **ST LAWRENCE CE PRIMARY SCHOOL, LECHLADE**

## **JOB DESCRIPTION**

**Post:** Qualified Teacher

**Scale:** Main Scale / Upper Pay Scale (UPS)

### **Responsibilities**

Responsible to the Head Teacher and Governors for:

- the teaching duties associated with class responsibility for a particular class
- the supervision of a Teaching Assistant when he/she is with your class
- subject to applicant's experience, leadership of curriculum subjects
- UPS teachers – aspects of whole school development, monitoring and reporting

### **Main tasks**

You are required to carry out the duties of a school teacher as set out in the Schoolteachers' Pay and Conditions Document.

These duties will include the following:

- To undertake the teaching of general subjects to the relevant class, the pastoral and assessment responsibilities in respect of pupils in this class, as well as responsibilities in the school as agreed with the Head Teacher
- To participate in the development of schemes of work/syllabus and materials for all taught subjects and attend meetings for such matters as necessary
- To control and oversee the use and storage of resources and teaching materials related to your teaching, ensuring that any Health and Safety Regulations are observed
- You will also carry out the duties of a class teacher in respect of pupils as above and to include:
  1. The maintenance of discipline and acceptable standards of conduct (see Staff Handbook)
  2. The establishment of a rapport with pupils to develop their social and academic potential and to be a main source of reference for their problems
  3. Marking pupils work in line with our school marking policy
  4. The marking of registers
  5. The compilation of reports and profiles on pupils as required
  6. The undertaking of other duties in respect of your class as required by the Head Teacher
- To organise and supervise the work of the Teaching Assistant working in your class

This job description does not define all duties and responsibilities of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation and agreement with the post holder.