



## **CLASSROOM TEACHER JOB DESCRIPTION**

### **Post title**

Classroom Teacher

### **Salary/Grade**

Classroom Teachers' Main Spine

### **Purpose of the job**

To provide high quality teaching, and enable effective use of resources and high standards of learning and achievement for pupils, within an atmosphere in which pupils feel challenged, valued and secure.

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

### **Reporting to**

Headteacher

### **Responsible for**

Teaching classes as allocated by the Headteacher.

The provision of a full learning experience and support for pupils

### **Liaising with**

Headteacher, Leadership Team, teachers and support staff, external agencies and parents.

## **Working time**

Full time as specified within the STPCD

## **Core responsibilities**

### **Teaching:**

- Plan work in accordance with schemes of work and national curriculum requirements.
- Take account of students' prior levels of attainment and use them to set future targets.
- Maintain good discipline by following the school's student disciplinary policies and procedures.
- Ensure punctuality and establish a purposeful working atmosphere during all learning activities.
- Maintain excellent classroom management with due regard to health and safety policies.
- Set appropriate and challenging work for all students.
- Identify and work appropriately with 'special educational needs' students and 'academically more able' students.

### **Assessment, recording and reporting:**

- Keep appropriate records of students' work.
- Mark and return work set, including any homework within an agreed and reasonable time.
- Use the school's marking scheme at all times.
- Carry out assessment programmes, as agreed by the school or department.
- Complete records of achievement in line with school policy.
- Complete student reports in line with school policy. Attend parents' evenings as required and keep parents informed about their child's performance and future targets.

### **Pastoral work:**

- Monitor and set targets for the social and academic progress of all students in the class.
- Endeavour to build up a good relationship with the students, so that they will look to the teacher for support and advice.
- Command high standards of student behaviour and conduct at all times and support the school in its application of related policies.
- Report issues of concern to the appropriate senior staff.

- Maintain an accurate register of attendance and do everything possible to encourage good attendance.
- The teacher will be part of the school's appraisal scheme. S/he will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.
- Attend and contribute to team and full staff meetings.
- In relation to the school's strategic plan, contribute towards the goals and targets.
- Maintain a professional interest in educational initiatives and developments.

### **Conditions of employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.

## **PRIMARY SCHOOL TEACHER: PERSON SPECIFICATION**

- First degree.
- Qualified teacher status.
- A continued commitment to own professional development.
- Teaching experience (including training practice) within the designated age range.
- Understanding of child-safeguarding issues and successful measures that promote and ensure the safe-guarding of children.
- Knowledge of current legislation, guidance and developments relating to the subject area.
- Successful practice in accordance with the specified teaching standards 2012