



## ***Class Teacher Job Description***

### ***General Duties***

Ensure the education and welfare of classes and achievement groups of children in accordance with the requirements of *Condition of Employment of School Teachers and Teachers' Standards*. Have due regard for the requirements of the National Curriculum, the school's vision, values, curriculum and schemes of work, and any policies of the governing body. Share the corporate responsibility for the security and discipline of all children and have regard to safeguarding and child protection matters and take prompt action to address any concerns, reporting to and involving the Designated Safeguarding Leader.

### ***Professional Duties***

#### **Teaching:**

In each case having regard to the Teachers' Standards and the curriculum for the school:

- Planning and preparing lessons;
- Teaching, according to their educational needs, the pupils assigned including the planning, setting and marking of work to be carried out by the pupil in school and elsewhere in accordance with policies for Teaching and Learning and Marking and Feedback;
- Demonstrate good subject and curriculum knowledge;
- Assessing and recording the development, progress and attainment of pupils;
- Adapting lesson plans in the light of these assessments in accordance with Assessment for Learning principles and the school's assessment policies and procedures so that each pupil's educational needs are met.

#### **Other activities:**

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned;
- Providing guidance and advice to pupils on educational and social matters and making relevant records and reports, taking a pro-active approach to involving parents;
- Making records of and reports on the personal and social needs of pupils;
- Participating in year group team meetings;
- Undertaking training to meet any of the teaching or other requirements herein described.

#### **Assessments and reports:**

- Providing for year leaders, subject leaders and the SLT, oral and written assessments relating to individual pupils or groups of pupils as often as may be necessary to monitor and enhance pupil progress;
- Undertaking regular assessment of pupils' work and ensuring that this information is entered into school tracking systems by agreed set dates and informs future lessons, having regard to the needs of each pupil and in accordance with the school's policies and practices;
- Preparing for and attending termly Pupil Progress Meetings;
- Preparing for formal meetings with parents and providing termly updates of progress and achievement across the curriculum.



**Appraisal:**

- Participating in the school's agreed system of performance management.
- Your line manager will be the year leader or a member of the Senior Leadership Team, or in the case of SLT, the Executive Headteacher.

**Discipline, health and safety:**

- Maintaining good order and discipline among the pupils and safeguarding their health and safety, including having regard to the Teachers' Standards and the school's Behaviour Policy and Health & Safety Policy.

**Staff meetings/INSET training:**

- Participating in meetings at the school which relate to any matter referred to in this document, the curriculum or the administration or organisation of the school.

**Administration:**

- Participating in administrative and organisational tasks related to such duties as are described above and the Teachers' Standards.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

**Working Time:**

A teacher employed full-time shall be available for work for 195 days in any school year, of which 190 days shall be days on which there is a requirement to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by his/her employer or, if the employer so directs, by the Executive Headteacher.

Such a teacher shall be available to perform such duties at such times and such places as may be specified by the Executive Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which there is a requirement to be available for work.

Time spent in travelling to or from place of work shall not count against the 1265 hours.

Such a teacher shall not be required under contract as a teacher to undertake midday supervision, and shall be allowed a break of reasonable length either between school sessions or between the hours of 12noon and 2.00pm.

Such a teacher shall, in addition to 1265 hours work such additional hours as may be needed to enable the discharging effectively of professional duties, including, in particular, the marking and assessment of pupils' work, and the preparation of lessons and teaching materials. The amount of time required for this purpose beyond the 1265 hours and the times outside the 1265 specified hours at which duties shall be performed shall not be defined by the employer but shall depend upon the work needed to discharge the teacher's duties.

**This job description is integral to the annual review of performance. It will only be amended following discussion. This job description will be reviewed annually.**