



## **Class Teacher Job Description**

**In accordance with the school's policies and under the direction of the Headteacher:**

### **Duties:**

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

### **Teaching:**

- To teach, according to their educational needs, the pupils in your class, including the preparation, marking and assessment of learning activities carried out by the pupils
- To set appropriate and demanding expectations of behaviour and work, to enable pupils to progress academically, socially and emotionally
- To support and extend pupils of all abilities with a focus on providing personalised and exciting learning opportunities to enable children of all abilities to make good progress
- To promote the intellectual, physical and personal abilities of the pupils and provide guidance and advice to impact positively on their behaviour and self-esteem
- To work in close association with teaching assistants and other staff in school with the aim of all children making at least good progress and achieving their potential

### **Assessment Recording and Reporting:**

- To assess, record and report on the development, progress and attainment of the pupils in your class.
- To enhance children's understanding and progress via appropriate marking and feedback based on the school's marking policy
- To take action as a result of any ongoing assessments
- To liaise with colleagues and/or your line manager/the SENDCo and/or external agencies to enhance pupil progress
- To provide or contribute to oral and written assessments and reports relating to individual pupils and groups of pupils

### **Performance Management:**

- To participate in arrangements made for performance management, as agreed in the School's Appraisal Policy.

### **Further Training and Professional Development**

- To keep under review your methods of teaching and programmes of work, and participate in arrangements for your further training and professional development as a teacher.

### **Curriculum Development:**

- To advise and co-operate with the Headteacher and other teachers regarding the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements.
- To contribute to the formation of all school policies and support their implementation.

### **Discipline, health and safety:**

- To maintain good order and discipline among all pupils and safeguard 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.

### **Staff meetings:**

- To attend and participate fully in meetings at the school that relate to the curriculum, standards, teaching practice or the administration or organisation of the school, including pastoral arrangements.

### **Cover:**

- To supervise and, so far as is practicable, teach any pupils whose teacher is not available to teach them (wherever possible you will not be required to cover for absent teachers)
- To manage or supervise anyone providing support in your class.

### **General Professional Duties:**

To carry out particular duties as may reasonably be assigned to you by the Headteacher or your Line Manager.

To contribute to the overall life and work of the school.

### **Curriculum Coordinator Role**

- 1) To assist in raising standards and achievement.
- 2) To provide guidance and support to colleagues where necessary.
- 3) To ensure an up to date scheme of work is available to all staff and to monitor its use and effectiveness.
- 4) To research and keep abreast of latest developments in your curriculum area, with a view to formulating appropriate materials and schemes of work

- 5) To sample and moderate children's work and learning regularly, via appropriate methods such as looking at learning in books and folders, or pupil interviews and discussions
- 6) To lead workshops, discussions, staff meetings and present new materials where necessary.
- 7) To ensure the policy for your subject area is up to date as part of the school policy cycle, and work with governors/outside agencies for its successful implementation
- 8) To allocate, budget for and supervise the resources necessary for implementing the curriculum.
- 9) To contribute to sections of the School Development Plan as appropriate
- 10) To involve parents in school activities connected with the curriculum area
- 11) To liaise with other schools and groups representing an interest in the curriculum area to develop and improve learning in school
- 12) To help to represent the School to the local community through displays and exhibitions of work.
- 13) To compile information on achievement and make this available where appropriate for teachers, parents, governors and inspectors.
- 14) To bring about whole school improvement in your curriculum area

**Entitlements:**

- Performance Management and CPD.
- Training and Development within the school's INSET programme
- Regular non-contact time for the purpose of Planning, Preparation and Assessment and also for opportunities to develop and improve practice
- Appropriate support from your Line Manager and the Headteacher
- To be consulted before any change is made to this job description.

This Job Description will be reviewed on an annual basis and may be subject to modification or amendment at the reasonable discretion of the Headteacher.

The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and to changes and developments within the school.

Signed (Teacher) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Line Manager) \_\_\_\_\_ Date \_\_\_\_\_