

# **Burnopfield Primary School**

## **Job Description:**

### **Class teacher**

### **MPS1 – MPS6 (UPS)**

Responsible to: Co-Headteachers or in absence Assistant Headteacher.

### **Class teacher**

- To carry out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions Document.
- Perform in accordance with any directions which may reasonably be given by the Head Teacher from time to time, such duties as may reasonably be assigned.
- To adhere to the Teachers Standards.
- To adhere to the Staff Handbook.

### **Teachers**

- A teacher (other than a head teacher) may be required to undertake the following duties -

### **Teaching**

- Plan and teach lessons and sequences of lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.

### **Whole school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Subject to sub-paragraph 63.10 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

### **Health, safety and discipline**

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

### **Management of staff and resources**

- Direct and supervise support staff assigned to them and where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

**Professional development**

- Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction.

**Communication**

- Communicate with pupils, parents and carers.

**Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

**Curriculum responsibility :**

- Act as the subject leader for a subject across the school
- Be responsible for the requisition of resources for a subject.
- Help to monitor the progress of children across KS1 and KS2.
- Initiate, participate and contribute to school based in-service training.
- Support staff in developing their skills / knowledge in a subject.
- Keep abreast of developments within a subject.
- Help to monitor school policy in a subject.

**Area of Interest**

- Contribute to an aspect of school development.
- Act as leader of a group of children.
- Form a group/club with representatives from each year.

Signed

Teacher .....

Head Teacher .....