

## Job Description

**Job Title:** Class teacher

**Responsible to:** Headteacher

### **Purpose of the Job:**

#### **GENERAL PROFESSIONAL DUTIES**

The current School Teachers' Pay and Conditions Document describes the general professional duties which teachers are expected to undertake in the course of their employment.

#### **A. PARTICULAR DUTIES**

Teachers are also expected to perform particular duties as may reasonably be assigned to them by the Headteacher.

For the purpose of this general job description these particular duties are:

#### **1. Curriculum:**

- a) To plan and prepare courses
- b) To continuously review teaching methods, schemes of work and resources as necessary
- c) To advise and co-operate with the line-manager, other teachers and the Senior Leadership Team on the preparation and development of courses of study, teaching materials and resources, teaching programmes, methods of teaching, assessment and pastoral arrangements.
- d) To participate in meetings of the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- e) To take part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

#### **2. Professional Development etc:**

- a) To participate in any arrangement within an agreed national framework for the performance management of his/her performance and that of other teachers.
- b) To participate in arrangements for his/her further training and professional development as a teacher.

- c) To contribute as appropriate to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and newly qualified teachers.
- d) To co-ordinate or manage the work of other teachers as appropriate.
- e) To manage or supervise support staff as necessary.

**3. Pupils:**

- a) To plan and prepare lessons.
- b) To teach pupils assigned to him/her, including setting and prompt marking of work carried out by pupils in school or elsewhere.
- c) To set relevant and sufficient homework, according to the homework timetable, and to ensure prompt marking of the homework.
- d) To assess, record and report on the development, progress and attainment of pupils, according to departmental and whole-school policies.
- e) To participate in the arrangements for preparing pupils for public examinations. To assess pupils for the examinations and record and report these assessments.
- f) To promote the general progress and wellbeing of individual pupils and of any class or group assigned to him/her.
- g) To provide guidance and advice to pupils on educational and social matters and on their future education and careers, including information about the sources of more expert advice on specific questions.
- h) To make records of, and reports on, the personal and social needs of pupils.
- i) To provide or contribute to oral and written assessments, reports and references relating to individual pupils and/or groups of pupils.
- j) To maintain good order and discipline among pupils and to 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.
- k) To attend assemblies and to supervise his/her class while in assembly, unless the teacher wishes to opt out of any religious aspect of assembly where this is against their beliefs.
- l) To accurately register pupils at a.m. and p.m. registration and during lessons and at any other time necessary before, during or after school.
- m) To provide, as a Tutor, the individual contact, knowledge and support for pupils within the allocated tutor group and to liaise with parents and other staff accordingly, as appropriate.
- n) To contribute to the personal and social education of pupils generally and specifically through the teaching of the PSE programme to the tutor group.
- o) To support all colleagues in ensuring that high standards of uniform and behaviour are maintained within the school
- p) To work with other colleagues to ensure that there is a consistent approach in ensuring pupils abide by the school's code of conduct and the same consistency in dealing with pupils who do not conform to school rules.
- q) To make relevant records and reports as necessary.

**4. Parents and the wider community:**

- a) To communicate and consult with the parents of pupils when required.
- b) To communicate and co-operate with other persons and outside agencies as required.
- c) To participate in meetings arranged for any of the purposes described above.

- d) To foster good relationships with parents.

**5. Resources and Accommodation**

- a) To take responsibility for the care of resources, accommodation and fabric of the school, particularly when pupils are present.
- b) To allocate, as appropriate, equipment and materials in connection with his/her teaching.

**6. Policies and Staff Handbook**

- a) To ensure that all departmental and school policies are understood and complied with.
- b) To ensure that s/he has read and understands the contents of the Staff handbook and complies with all the requirements detailed in the handbook.

**7. Administration**

- a) To participate in administrative and organisational tasks related to the above duties.

**8. Health and Safety**

- a) To accept responsibility for your own safety – as well as that of the pupils and colleagues with whom you work.
- b) To undertake Health and Safety training offered.
- c) To be aware of Health and Safety issues and the hazards associated with manual handling tasks, including the cumulative effect of repeated manual handling operations.
- d) To follow any control measures and care plans required by the generic or individual risk assessments.
- e) To be familiar with and use available equipment safely.
- f) To be aware of your own limitations and inform your employer of any circumstances that may alter your ability to perform manual handling tasks.
- g) To report accidents and hazards.
- h) To report deficiencies in the employer's Health and Safety protection arrangements.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

### Person Specification

**Job Title:** Class teacher

**Responsible to:** Headteacher

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Qualified Teacher Status.	
<b>Skills and Abilities</b>	<p>Ability to plan and prepare programmes of work, appropriately differentiated, for the delivery of the curriculum to children in the primary school age range.</p> <p>Ability to assess the needs of individual pupils and maintain appropriate records for the purpose of continuity and progress in curriculum areas.</p> <p>Ability to select appropriate resources to create a stimulating learning environment.</p> <p>Ability to relate and communicate effectively with parents and encourage their participation in their child's education.</p> <p>Ability to direct the work of a teaching assistant.</p> <p>Ability to work closely with other members of staff in the development of the curriculum and pastoral work of the school.</p> <p>Excellent inter-personal skills</p> <p>Excellent time and task management skills.</p> <p>Ability to work under pressure and to deadlines.</p>	

	<p>Ability to use data effectively in setting targets and understanding pupil progress.</p> <p>Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</p>	
<b>Personal qualities</b>	<p>Enthusiastic approach to teaching and learning.</p> <p>Hardworking, reliable and trustworthy.</p> <p>Ability to communicate positively with children.</p> <p>Ability to work supportively within a team.</p>	<p>Friendly, with a sense of humour.</p> <p>A drive for personal and professional improvement</p>