

Spire Junior School



Job Description for: Class teacher - Full time

Responsible to: Headteacher

General Professional Duties

You are required to carry out the duties of a class teacher as set out in the current Teacher's Pay and Conditions of Service Document. This includes ensuring that safeguarding practices and policies are adhered to at all times and embedded into your everyday practice.

Duties and Responsibilities

- To work closely alongside the existing team to contribute to the life and ethos of the school.
- To plan, prepare and evaluate teaching methods and work programmes based on National Curriculum and the school's policies.
- To teach and ensure the children are following our school rules of 'Ready, Respectful and Safe': this includes supporting the differing needs of pupils.
- To prepare, mark and record children's work.
- To ensure the general progress, welfare and pastoral care of the class or group.
- To assess regularly the progress, development and attainment of the individual pupil.
- To contribute to team planning and curriculum development through attending on site/off site training courses.
- To co-operate with colleagues on teaching programmes, methods and resources within the school's curriculum.
- To consult and liaise with the Headteacher, Assistant Headteachers, SLT and staff on general and specific issues i.e. curriculum planning and assessment, children with special educational needs and parental involvement.
- To ensure the safety and discipline of children by carrying out an appropriate share of supervision during the school day i.e. playground duties.
- To consult and liaise with parents and carers, external agencies, governors and other members of the community as appropriate.

- To participate in staff meeting activities.
- To carry out an appropriate share of administrative and organisational tasks which relate to the above.
- To support the school's policies.
- To maintain professional development through attending relevant courses and reading.