

Almond Road
St Neots, Cambs
PE19 1DZ

Headteacher Mrs A Smith

Tel 01480 398010
Fax 01480 398011
Web www.priorypark.org
Email office@park.cambs.sch.uk



Cambridgeshire
County Council

Children & Young
People's Services

JOB DESCRIPTION

POST TITLE: Class Teacher

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

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

Teaching

Having regard to the curriculum for the school and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you:

- plan and prepare lessons;
- teach, according to their educational needs, the pupils assigned to you;
- set and mark work carried out by pupils in school;
- assess, record and report on the development, progress and attainment of pupils;

Other activities

- promote the general progress, safeguarding and well-being of individual pupils and of any class or group of pupils assigned to you;
- make records of and reports on the personal and social needs of pupils;
- communicate and consult with the parents of pupils;
- communicate and co-operate with persons or bodies outside the school; and
- participate in meetings arranged for any of the purposes described above;

Assessments and reports

- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

Appraisal or review of performance

- participate in the school arrangements for the appraisal or review of your performance;

Review, induction, further train and development

- continuously review and reflect on your methods of teaching and programmes of work;
- participate in arrangements for further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements

Educational methods

- advise and co-operate with the head teacher and other teachers on the preparation and development of teaching and learning matters, methods of teaching and assessment and pastoral arrangements;

Discipline, health and safety

- maintain good order and discipline among the 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

- participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;



Administration

- participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons, provide support for other teachers in the school; and
- attend/lead assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- You are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Management time

- A teacher with leadership or management responsibilities shall be entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.