



## **CHILTON PRIMARY SCHOOL – Class Teacher Job Description**

### **Tasks and Duties**

#### **Main purpose**

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

### **Duties and responsibilities**

#### **Teaching**

- Plan and teach well-structured lessons to assigned classes, following the school's plans, and curriculum. Lessons should be appropriate to the developmental needs and interests of the children.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for external tests.
- Have a clear commitment to equality of opportunity for all children.
- Encourage children to develop independence and self-motivation.

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

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Lead a curriculum area.
- Keep clear records of curriculum planning in line with school policy.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure co-ordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.
- Take part in school activities and meetings as appropriate.
- Deploy support staff effectively.

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

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Cooperate with health and safety requirements and adhere to school guidelines and risk assessments.

**Professional development**

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching.
- Where appropriate, take part in the appraisal and professional development of others.

**Communication**

- Communicate effectively 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.
- Develop effective professional relationships with colleagues.

**Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties.
- Safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

**Notes:**

This is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.

**Headteacher/line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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