

## **JOB DESCRIPTION: Class teacher**



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| <b>NAME</b> |  |
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| <b>CHILDREN AND YOUNG PEOPLE'S DIRECTORATE</b> | This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment                                                                                                                                                     |
| <b>SCHOOL</b>                                  | Meersbrook Bank Primary School                                                                                                                                                                                                                                                                                                |
| <b>POST TITLE</b>                              | Class Teacher                                                                                                                                                                                                                                                                                                                 |
| <b>GRADE</b>                                   | Main Pay Scale                                                                                                                                                                                                                                                                                                                |
| <b>RESPONSIBLE TO</b>                          | Head Teacher                                                                                                                                                                                                                                                                                                                  |
| <b>RESPONSIBLE FOR</b>                         | <ul style="list-style-type: none"> <li>Teaching designated pupils and undertaking associated pastoral and administrative duties as well as other general responsibilities, having full regard for the school's ethos, aims and policies</li> <li>Undertaking tasks related to the development of a curriculum area</li> </ul> |
| <b>EMPLOYMENT DUTIES</b>                       | To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties.                                                                                                                                                                               |

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The post-holder must at all times carry out their duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

### **Core Responsibilities**

To perform in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document (Part XII of the 'Teachers Pay and Conditions Document').

## Key Tasks & Responsibilities

### Teaching and Learning

- To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school
- To plan work matched to the individual needs of children; Setting tasks that both challenge and support pupils and ensure high levels of interest for all abilities
- To plan programmes of work for pupils in co-operation with teaching colleagues within the team in order to ensure that all children are taught by members of that team experience similar learning opportunities
- To direct and supervise the use of support staff relevant to the class.
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching

### Assessment & Record Keeping

- Make effective use of assessment and ensure coverage of programmes of study
- Mark and monitor pupils' work and set targets for progress;
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognize the level at which the pupil is achieving;
- To assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy and report to parents

### Safeguarding

- Have a thorough and up to date knowledge of safeguarding issues, demonstrating vigilance at all times
- To work within Health and Safety guidelines both on and off-site.
- To contribute to the provision of a safe and secure learning environment.
- To implement and maintain the school's policy on discipline and behaviour

### Learning Environment

- To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently

### Strategic School Improvement Work

- Lead a subject or 'aspect', developing action plans, monitoring and evaluating impact
- To contribute to the ideas within and the implementation of the School Improvement Plan
- Support the Head Teacher by maintaining and developing resources, and efficiently managing expenditure the subject
- Help colleagues to teach the subject, and to create a stimulating learning environment to enhance the teaching and learning of the subject;

### Other professional requirements – to:

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school;
- To pursue the aims of the school in a positive manner and promote the agreed ethos
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct:
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- To attend, participate in and lead Collective Worship as requested by the Head Teacher.
- Contribute to the culture of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school;
- Take responsibility for own professional development and duties in relation to school policies and practices
- Participate in the school's performance management process
- To support the school's endeavours to meet the needs of its community
- Liaise effectively with parents and governors.
- Take on any additional responsibilities that might from time to time be determined.

### Footnotes:

- (i) The above details are not exhaustive and the post-holder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by the Senior Management Team.
- (ii) This job description may be reviewed at anytime via consultation between the governing body and/or Senior Management Team Representatives and the post-holder as may be necessary and appropriate to the needs of the school.

Signed ..... (Class teacher)

Date .....

Signed ..... (Head Teacher)

Date .....