



Job Description

Job Title:	Class Teacher	
Title and grade of post	Pay Scale for Classroom Teachers	
Responsible to:	Head Teacher	
Application Closing date	Friday 17 th May 2024 – 12 Noon	
Interviews	W/C Monday 20 th May 2024	

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document relevant to a Class Teacher. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Purpose of the Post

To take responsibility for the education and welfare of a designated class of pupils having due regard to the requirements of the National Curriculum and school policies

Relationships

The post holder is responsible to the Head Teacher or named line manager for his/her teaching duties and responsibilities.

The post holder is responsible for the supervision of the work of classroom assistants during the times they are allocated to his/her classes.

Particular Responsibilities

The particular responsibilities attaching to the post of class teacher are as follows:

1. To teach, according to their educational needs, pupils assigned to him/her
2. To promote a positive, conducive and safe learning environment encouraging high standards in punctuality, quality and presentation of work and relationships
3. to control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of classroom assistant(s) when they are allocated to the teacher's class
4. to maintain discipline in accordance with the rules and pupil behaviour policy of the school
5. to contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole; and to promote equal responsibilities within the school and to work in accordance with the school's equal opportunities policy.

Key Tasks

The key tasks related to this post are as follows

Teaching and learning

1. Carry out teaching duties to meet objectives specified in the school's schemes of work and National Curriculum
2. To assess, record and report on the attendance, progress, development and attainment of assigned pupils as defined by school (and, in secondary schools, department) policy
3. to provide a high quality learning experience for pupils

Assessing and reporting

1. Mark and return work in accordance with school policies within agreed time span
2. Provide or contribute to assessment reports to monitor student progress
3. Liaise with parents and attend parent consultation evenings

Collaborative working

1. To work as a member of a specified team and contribute positively to effective working relationships within the school
2. To participate in arrangements for performance management

Standards and quality assurance

1. Promote the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend and participate as directed open evenings and student performances
4. Uphold the school's behaviour code and uniform regulations
5. To actively pursue own personal and professional development
6. Attend team and staff meetings as directed