



## **WATCOMBE PRIMARY SCHOOL**

### **JOB DESCRIPTION: CLASS TEACHER**

#### **Subject Leader Responsibilities to be decided**

Hours of Work: As outlined in paragraph 36 of the Teachers' Pay and Conditions Document.

- a. This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The job description may be amended at any time following such discussions.
- b. The duties of Standard Scale Teachers may include the following:
  1.
    - a) Planning and preparation of lessons within school's schemes of work, programmes of work and National Curriculum requirements.
    - b) Effectively teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils setting clear progress targets, building upon prior attainment.
    - c) Providing a challenging, broad, relevant and interesting curriculum and provide a caring working environment for all pupils.
    - d) Working closely with educational professionals and others. This to include supporting their planning and assessment of pupils work and organisation of their routines.
    - e) Assessing, recording and reporting on the development, progress and attainment of each pupil within the school's guidelines and National Curriculum requirements.
  2.
    - a) Acknowledging the teacher's importance as a role model to pupils, showing, by example, high standards of professionalism and integrity.
    - b) Promoting the general progress and well-being of individuals, and the pastoral care and development of the class as a whole.
    - c) Consulting and reporting to parents on their pupils' progress and welfare, providing advice and guidance on educational matters as appropriate.
    - d) Actively encouraging caring links and support within the wider community.
    - e) Communicating and working with outside agencies and professionals to benefit and support individual pupils.
    - f) Maintaining good order and discipline among the pupils with proper regard for the safeguarding of health and safety, both on the premises, and whilst carrying out off-site activities.
  3.
    - a) Actively participating in arrangements within an agreed framework for appraisal relevant to role(s) and experience.
    - b) Reviewing and developing skills as a teacher linked to agreed appraisal targets and increasing effectiveness.

- c) Participating in arrangements for further training and professional development in consultation with Headteacher and INSET Co-ordinator.
- d) Within the School Improvement Plan, leading meetings, courses, non-pupil days etc, to develop schemes of work, policy statements, teaching resources, and support and advice for others.
- e) Attending and effectively participate in agreed meetings (in school and out of school) to promote and develop the curriculum, the organisation and management of the school and pastoral matters.
- f) When appropriate contribute to the curriculum of the school through effective subject leadership and relevant initiatives.

- 4. Operate, at all times, within stated policies and practices of the school.

Supervising and so far, as practicable teaching any pupils whose Teacher is not available to them. (See Paragraph 35.9 of the Teachers' Pay and Conditions Document for clarification as a temporary measure where there are exceptional circumstances).

- 5. Participating in arrangements for assessing and testing pupils, recording and reporting results to parents where relevant.
- 6. Attending/supervising assemblies where appropriate and registering the attendance of pupils. Supervising pupils, whether this is to be performed before, during or after school sessions.