WESTMINSTER PRIMARY SCHOOL

Part of:
Westminster Academy Trust

Stamford Road, Handsworth, Birmingham, B20 3PN
Tel: 0121 464 2369
Headteacher: Mr Maneer Samad
Email: enquiry@westmnst.bham.sch.uk
Website: www.westmnst.bham.sch.uk

JOB DESCRIPTION FOR CLASS TEACHERS

WESTMINSTER PRIMARY SCHOOL

SALARY SCALE: MAIN SCALE

JOB DESCRIPTION

1.0   JOB TITLE: CLASS TEACHER (Primary)

2.0   JOB PURPOSE

To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her and undertaking other activities for or relating to pupils.

3.0   DUTIES AND RESPONSIBILITIES

3.1   GENERAL

a)   Planning and preparing work for pupils assigned to him/her.

b)   Teaching, according to their educational needs, the pupils assigned to him/her including the setting and marking of work (in accordance with the school's policies) carried out by those pupils; the number of lessons should not normally exceed that limit which has been agreed in the school.

c)   Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to him/her. Making accurate assessments of pupil performance, including the writing of reports, and submission of data according to policy.

d)   Communicating and consulting, in accordance with school policies and procedures, with the parents of the pupils he/she is assigned to teach.

e)   Participating in meetings arranged for any of the purposes described above.

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f) Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils, including their personal and social needs.

g) Participating in any arrangements made in accordance with the statutory regulations for the appraisal of his/her performance. To undertake performance management in line with these regulations.

h) Reviewing his/her methods of teaching and programme of work.

i) Participating in arrangements for his/her further training and professional development as a teacher as appropriate, including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements.

j) Taking all reasonable steps to maintain good order and discipline among pupils and safeguarding 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.

k) Participating as appropriate in meetings at the school which relate to the curriculum, administration or organisation of the school.

l) Participating in arrangements, as appropriate, for preparing pupils for public examinations, in assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

m) Subject to the provisions of the School Teachers' Pay and Conditions Document, the associated statutory guidance and the school's arrangements for cover, supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.

n) Attending assemblies unless a dispensation has been granted, registering the attendance of pupils and supervising pupils in accordance with school policy, whether these duties are to be performed before, during or after school sessions.

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o) To fully participate in the school's monitoring and assessment schedule.

3.2 SPECIFIC

a) To ensure that the register is marked punctually and kept up to date as required by the law. All absence should be accounted for by notes from parents or guardians and any problems reported to the headteacher or delegate.

b) To deal with other returns and requests for information about children in the form as required.

c) To contribute and assist as required to keep up to date the pupil records for each pupil in the form.

d) To contribute to references, reports to outside agencies and the like, in consultation with colleagues.

e) To implement the school policy on personal appearance, uniform and behaviour of the pupils.

f) To help pupils with individual guidance as necessary.

g) To attend assembly with the form unless a dispensation has been granted.

4.0 LINE MANAGEMENT - RESPONSIBILITY TO AND FOR

(1) Responsible to the Head Teacher.
(2) Responsible for the supervision of persons providing support in the classroom.

5.0 CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, LEA circulars and guidelines giving interpretations of teachers' conditions of service.

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6.0   REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

7.0   COMPLAINTS

If, following review and amendment, agreement is not reached, the appropriate procedures as adopted by the governing body should be used for the settling of any disputes.

Job Description issued after
consultation by: _____

(Signature of Head Teacher)

Copy received by: _____

(Signature of Teacher)

Date: _____