



JOB Description

Class Teacher

Main Purpose of the Job

To teach pupils in any class or group assigned by the Headteacher.

Main Duties & Responsibilities

These main duties and responsibilities should be read in conjunction with the “**School Teachers Pay and Conditions Document – 2024 and Teachers’ Standards**”, which they are intended to complement and cannot replace.

- teaching: having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to him/her;
- planning and preparing lessons;
- 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 pupil in school and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of pupils;
- promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
- providing guidance and advice to pupils on educational and social matters;
- making records of and reports on the learning personal and social needs of pupils;
- communicating and consulting with the parents of pupils;
- communicating and co-operating with external agencies outside the school; and participating in meetings arranged for any of the purposes described above;
- providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
- participating in arrangements for the appraisal of his/her performance and that of other teachers;
- reviewing from time to time his/her methods of teaching and programmes of work;
- participating in arrangements for his/her further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in performance management objectives or in appraisal statements; in the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his/her supervision and training;
- advising and co-operating with the head teacher and other teachers (or any one or more of them) on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;
- developing friendly and trusting relationships with pupils and encourage them to set and maintain high standards in work and behaviour. Maintaining good order and discipline among the 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;
- participating in meetings at the school within the constraints of directed time which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;
- supervising and so far as practicable teaching any pupils whose teacher is not available to teach them; Except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, no teacher shall be required to provide such cover for more than 38 hours in any school year;

- participating in arrangements 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;
- contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations;
- co-ordinating or managing the work of other staff; and taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; (NB this does not require a teacher routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.)
- attending and leading assemblies;
- registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions;
- create a stimulating and well-organised environment for learning.
- Teachers at UPS1, 2 and 3 of the post threshold scale should take an increasingly significant whole school development responsibility.
- Give regular feedback to pupils and ensure pupils respond to marking.
- Hold pupil progress meetings, to identify barriers to move children forward.
- To contribute to the evaluation of the needs of the school through the school evaluation process.
- To contribute and review and aid completion of the School Development Plan.

Role of the Subject Leader

In addition to the duties and responsibilities outlined above, the post holder will undertake the following responsibilities:

- To provide professional leadership and management for their subject to secure high quality teaching.
- To encourage the effective use of resources and improved standards of learning and achievement for all pupils.
- A subject leader provides leadership and direction for the subject and ensures that is managed and organised to meet the aims and objectives of the school and the subject and effectively covers the objectives in the new curriculum.
- A subject leader has responsibility for securing high standards of teaching and learning in their subject as well as playing a major role in the development of school policy and practice.
- A subject leader plays a key role in supporting, guiding and motivation teachers of the subject.
- Subject leaders evaluate the effectiveness of teaching and learning the subject through guided monitoring, evaluation and triangulation.
- Subject leaders need to understand and track the progression from EYFS through to Year 6.
- Subject leaders report annually to governors on their subject.
- Monitor, audit and update resources.
- Attend relevant co-ordinator meetings.
- Head and contribute to in-school training.

Values and Principles

The following **values and principles** underpin the basis on which the post holder will assist and support the teaching of the pupil within their school:

- The post holder is responsible directly to the Team Leader; to the SENCO for specific SEN issues, to the Deputy Headteacher for roles, timetables and specific curriculum issues; and to the headteacher for employment, pay, absence and other areas.

- A teacher with leadership or management responsibilities shall be entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.
- A teacher employed full-time, shall be available for work for 195 days in any school year, of which 190 days shall be days on which he may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by his/her employer or, if the employer so directs, by the head teacher.
- Such a teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he is required to be available for work.
- Such a teacher shall not be required under his/her contract as a teacher to undertake midday supervision, and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm.
- Such a teacher shall work such reasonable additional hours as may be needed to enable him/her to discharge effectively his/her professional duties. The amount of time required for this purpose beyond the 1265 hours at which duties shall be performed shall not be defined by the employer.

Statutory framework

- School Teachers' Pay and Conditions Document 2024
- Works to agreed school policies and procedures.
- Works within wider legislation framework, e.g. national curriculum, health and safety, child protection.

Supporting inclusion

- Facilitates participation and learning, helping to build confidence and self-esteem, so that all pupils, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers.

Equality of opportunity

- Ensures that pupils have equal access to learning and development.

Anti-discrimination

- Must comply with legislation and school policies relating to discrimination.
- Must promote anti-discrimination practices in all interactions with the pupil and colleagues.

Celebrating diversity

- Demonstrates and promotes an understanding and appreciation of difference in personal characteristics, belief system and cultures.

Promoting independence

- Encourages and promotes independent learning.
- Provides opportunities for the pupils to demonstrate self-reliance and responsibility.

Confidentiality

- Must adhere to the need for confidentiality of information at all times.

Continuous professional development (CPD)

Takes responsibility for maintaining and improving personal skills, knowledge and experience.

This job description has been agreed by:

Name of post holder : _____ Date: _____

Headteacher: _____ Date: _____

The above job description will be reviewed annually during the Autumn Term or sooner should the need arise.