



## **Job Description for Class Teacher**

To carry out duties of a teacher set out in the statutory conditions of employment for teachers as defined in the school Teachers' Pay and Condition Document.

### Teachers' Duties

- To provide a broad and balanced curriculum in accordance with the Primary National Strategy and school policies.
- To exercise responsibility for the well-being of pupils, safeguarding their health and safety on the school premises and when they are engaged in school activities elsewhere.
- To plan and prepare stimulating lessons differentiated to meet the needs of all pupils in the class group.
- To carry out effective assessment procedures, including formative and summative assessment, in line with school policy.
- To keep appropriate records for the teaching of the whole curriculum including records on pupils' personal and social needs.
- To provide written reports on pupils as required
- To consult and communicate with parents and agencies outside the school and to attend meetings arranged for these purpose.
- To attend meetings as required within directed time.
- To attend and sometimes lead acts of worship.
- To carry out any duties which may reasonably be given by the Headteacher in accordance with teachers' conditions of service.

### Professional Development

- To participate in arrangements for the management of your performance.
- To review and refine methods of teaching and delivery of the curriculum to ensure standards are consistently high across the school.
- To attend appropriate courses for professional development.
- To participate in school-based training for identified staff development needs.
- To adhere to targets and timescales as directed by the Senior Leadership Team.

### Curriculum Duties (if appropriate to this post)

To act as Subject leader for an assigned subject of the primary curriculum

- To offer an example of good practice in all aspects of teaching the subject.
- To assist teachers in the delivery of schemes of work for the subject.
- To assist staff in planning, teaching, assessment, evaluation and recording of pupils' progress in the subject.
- To monitor and evaluate standards of teaching and learning through lesson observations and scrutiny of planning and children's work.
- To monitor, evaluate and review the policy and schemes of work and to recommend such changes as required.



- To advise and co-operate with the Governors, Headteacher and other members of staff in the formation of the whole school policy for the subject.
- To ensure the care and maintenance of resources, materials and equipment.
- To order resources as necessary in consultation with the Headteacher and to meet the priorities of the School Development Plan.
- To prepare and lead training in the subject in accordance with teachers' needs and the needs of the School Development Plan.

In the case of TLR additional duties, the following should be demonstrated: -

- Ability to provide evidence of the successful development of an area of expertise or specialism within and across a primary school including evidence of impact



**Person Specification for the role of the Class Teacher**

	<b>Experience</b>	<b>Int</b>	<b>Appl</b>
1.1	Understanding and knowledge of working in a culturally and linguistically diverse environment and producing a high quality of education and high levels of achievement for all children.	E	E
1.2	Experience of involvement in assessment and record keeping issues.	D	D
1.3	To have attended courses covering curriculum issues, including Literacy and Numeracy.	E	E
1.4	Experience of delivering whole school INSET	D	D
2	<b>Special Abilities and Aptitudes</b>		
2.1	To be well organised and able to work under pressure whilst maintaining a positive approach to their work and relationships with others.	E	E
2.2	Organisational skills, decision-making and use of initiative.	E	E
2.3	A willingness to contribute to developments beyond the classroom.	D	D
2.4	Ability to form and maintain good professional relationships and work successfully in a team.	E	E
3	<b>Other Job Specific Requirements</b>		
3.1	Commitment to the Council Equal Opportunities Policy and acceptance of responsibility for its practical applications.	E	E
3.2	An awareness of Health and Safety issues.	E	E
4	<b>Education and Training</b>		
4.1	Qualified Teacher Status (QTS)	E	E
	Disqualifying factors		
	An indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with Council's Equal Opportunities policy.		
	E = Essential D= Desirable Int = Interview Appl = Application form		