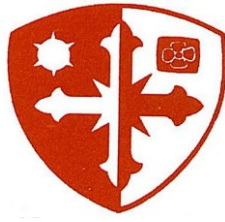


St Mary's CE (Controlled) Primary School



Job Description

Classroom Teacher

Name:

Duties and responsibilities

1. GENERAL

- To plan and prepare work for the pupils assigned to you
- To teach, according to their educational needs, the pupils assigned to you including the setting and marking of work of those pupils
- Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to you
- To communicate and consult, in accordance with LEA guidelines and circulars, with the parents of the pupils in the class
- To participate in annual development programmes and performance management
- To review methods of teaching and programmes of work
- To participate in further training and professional development as a teacher when appropriate
- To take all reasonable steps to maintain good order and discipline among pupils and to safeguard 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.
- To participate as appropriate in meetings at the school which relate to the curriculum, administration or organisation of the school
- To participate in arrangements, as appropriate, for preparing pupils for public examinations and assessment and to record and report such assessments
- To participate in an equitable system of cover in accordance with policies agreed between the LEA and the recognised Teachers Unions

- To attend assemblies specified by the Headteacher
- To supervise pupils whether these duties are to be performed before, during or after school sessions in accordance with school policy
- To ensure that the register is marked punctually and returned to the office. All absences should be recorded according to the LEA requirements
- To deal with other returns and requests for information about children as required
- To contribute and assist as required in the formulation of pupil records for each child in the class
- To pass information on to outside agencies as appropriate
- To implement the school policy on personal appearance, uniform and behaviour of the pupils
- To help pupils with individual guidance as necessary

2. Subject Specific

- To take a leading role in the management of the following curriculum areas;

.....
I have read and agree to the conditions and responsibilities set out in my job description

NAME:

SIGNATURE:

DATE:

Please sign and return one copy and keep one copy for your information