



**KING EDWARD VI  
CAMP HILL  
SCHOOL FOR BOYS**



**JOB DESCRIPTION – Class Teacher**

## KING EDWARD VI CAMP HILL SCHOOL FOR BOYS

### JOB DESCRIPTION: CLASS TEACHER

**Name of Teacher**

**Post** Full time teacher and to be a Form Teacher when required.

**Job Description** Effective from start date

**Responsible to** Head of Department

**General Duties**

All professional duties as required by the current Teachers' Pay and Conditions regulations and the Teacher Standards. The following duties and responsibilities must be carried out in such a manner as to maintain and develop the special character of the school as well as the well-being and progress of all boys in school. All teachers are expected to be courteous and polite to all colleagues, pupils, parents and visitors to the school.

**Specific Responsibilities****Teaching and Learning**

- Planning and preparation of courses and lessons.
- Teaching pupils according to their educational needs, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- To use a variety of teaching methods which stimulate the interest and learning of those pupils appropriate to their needs and/or the departmental scheme of work and/or examination specification.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Promoting the general progress and well-being of individual pupils, and groups of pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

**Assessment and Reporting**

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

**Performance Management**

Participating in the school's arrangements which are within the agreed national framework.

**Monitoring and Evaluation**

To participate and contribute to departmental and school procedures for monitoring and evaluating teaching, learning, pupil progress and well being, as required.

**Further training and development**

Reviewing, from time to time, teaching and learning methods and programmes of work. Participating in arrangements for further training and/or professional development.

**Educational Methods**

Advising and co-operating with the Headmaster and other teachers on the preparation and development of courses of study, teaching materials, teaching and learning programmes, methods of teaching and assessment and pastoral arrangements.

**Discipline, Health and Safety**

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.

**Staff Meetings**

Participating in meetings at the school which relate to the school curriculum, administration and the organisation of the school (including pastoral arrangements).

**Cover**

Supervising and, so far as is practical, teaching any pupils whose teacher is not available to teach them, as set out in the School Teachers' Pay and Conditions Act.

**Public Examinations**

Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for such examinations.

**Form Teacher Activities**

When required, to be Form Teacher of an assigned Form and to carry out related duties in accordance with the guidelines published for Form Teachers.

**Other Specific Duties**

To play a full part in the life of the school, to support its ethos.

To comply with the school's 'Health and Safety Policy' and to undertake risk assessments, as appropriate.

To undertake any other duty as specified in the School Teacher's Pay and Conditions Act not mentioned above.

**Conditions of Employment**

The above responsibilities are in accordance with the requirements of the current Teachers' Pay and Conditions regulations and subsequent Orders in terms of duties and working time.

**Review and Amendment**

This job description is subject to review. It may be amended at the reasonable request of the Headmaster, but only after full consultation with the post holder. It will be signed if agreement is reached.

**Complaints**

If, following review and amendment, agreement is not reached, the appropriate grievance procedure should be used for the settling of any disputes.

Job Description issued by

\_\_\_\_\_  
(Signature of Headmaster)

Copy received by

\_\_\_\_\_  
(Signature of teacher)

Date

\_\_\_\_\_