



## **Job Description: Class Teacher**

In accordance with the school's policies and under the direction of the Head teacher:

### **Teach**

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 you:

- plan and prepare units of work and lessons;
- teach, according to their educational needs, the pupils assigned to you,
- set and mark work to be carried out by those pupils in school and elsewhere;
- assess, record and report on the development, progress and attainment of pupils;

### **Other activities**

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
- promote the intellectual, physical and personal development of the pupils in your class and provide guidance and advice to pupils on educational and relevant social matters.
- make records of and reports on the personal and social needs of pupils;
- communicate and consult with the parents of pupils;
- communicate and co-operate with persons or bodies outside the school; and
- participate in meetings arranged for any of the purposes described above;
- take responsibility for the management of specific National Curriculum subject/s as agreed, including monitoring evaluating learning, work scrutiny, resource management and keeping yourself and colleagues informed about recent developments.

### **Assessments and reports**

- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

### **Appraisal or review of performance**

- participate in arrangements made in accordance with the statutory regulations for the appraisal or review of your performance;

### **Review, induction, further training and development**

- keep under review your methods of teaching and programmes of work;
- participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements
- participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

### **Educational methods**

- advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;



# Wyton on the Hill Primary School

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### **Discipline, health and safety**

- maintain good order and discipline among the pupils and 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;

### **Cover**

- supervise, and, so far as is practicable, teach any pupils, whose teacher is not available to teach them (you will not be required to provide such cover for more than 38 hours in any school year).

### **External examinations**

- participate in arrangements for prepare pupils for external examinations, assess pupils for the purposes of such examinations and record and report such assessments; and participate in arrangements for pupils presentation for, and conduct, such examinations;( you are not required routinely to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, such as invigilation)

### **Administration**

- participate in administrative and organisational tasks related to such duties as are described above, include the direction or supervision of persons provide support for the teachers in the school;
- attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions;
- NB you are not required 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.

### **General Professional Duties**

- carry out particular duties as may reasonably be assigned to you by the head teacher;
- liaise, advise and consult with other members of staff when appropriate;
- be responsible for the effective management of support staff in your classroom
- deliver INSET where appropriate including feedback from courses attended
- take an active role in the school's monitoring and evaluation programme
- contribute to the overall life and work of the school.