

Hartsfield JMI SCHOOL
JOB DESCRIPTION
Class Teacher



POST: Class Teacher

SALARY SCALE: Main / Upper Pay Scale

TO WHOM RESPONSIBLE: Headteacher

General Duties:

Teachers are expected to fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD), meet the expectations set out by the Teachers' Standards and fulfil duties reasonably directed by the Headteacher.

The list below is not exhaustive but duties include:

- Class teaching, including planning and preparation of appropriate courses and resources according to the school's policies and procedures.
- To plan appropriate activities related to children's individual needs.
- To take responsibility for assigned playground duties.
- To provide a safe and caring learning environment in accordance with the school's code of conduct.
- To maintain a high standard of order and discipline, sharing in the corporate responsibility of all adults employed by the school for the wellbeing and conduct of all children.
- To report to parents on the progress of pupils in the allocated class.
- To evaluate, assess and keep records related to the core and foundation subjects of the Curriculum.
- Ensuring that the setting and marking of work, assessment, reporting and recording accord with school policies.
- Participating in staff meetings.

OTHER RESPONSIBILITIES:

- To communicate effectively with colleagues and other professionals in conjunction with teaching duties.
- To contribute to the School's review and development by attending staff meetings and discussions.
- To review and develop personal professional skills.
- To be responsible for the oversight and development of an area of the curriculum throughout the school (not applicable for ECTs)
- To carry out any additional duty which may reasonably be requested by the Headteacher from time to time.

ACCOUNTABLE FOR:

- The education and welfare of children in accordance with national conditions of service.
- The quality of learning and achievements of all pupils in the class.

FOR WHOM RESPONSIBLE:

- The teaching and supervision of children as directed by the Headteacher.
- The supervision of the work of any support staff, including teaching assistants and support teachers, who are assigned to work with the post holder's pupils

HOURS & PAY:

- As set out in the Schoolteachers Pay & Conditions Document.

AUTHORITY TO:

- Implement rewards and sanctions within school policies and procedures.
- Liaise with parents or other responsible adults and with external professional staff in accordance with school policies and procedures.

HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of all pupils

Criminal Background Check

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service.

ENTITLEMENTS:

- Annual appraisal
- Training and development within the school's INSET programme.
- Appropriate professional support from the Headteacher or mentor as appropriate.

SUBJECT LEADER RESPONSIBILITIES (not applicable to ECTs)

The teacher will fulfil their function as subject leader through:

- Personal INSET to keep themselves informed of developments in their field.
- Planning INSET and briefing meetings for colleagues.
- Monitoring standards, planning and children's work in the given subject
- Dissemination of relevant information on actions, curriculum, courses, events etc.
- Maintenance of equipment and stock within delegated budget and identification of long term or major items of expenditure.
- Periodic briefing meetings with the Head.
- To contribute to the School Improvement Plan and implement relevant actions within agreed timescales.

THIS JOB DESCRIPTION MAY BE REVIEWED AT ANY TIME AFTER CONSULTATION WITH YOU.

APPROVAL – We confirm that the above conveys an accurate description of the position held by the post holder.

Signed _____ Date _____
Post holder

Signed _____ Date _____
Headteacher