



CLASS TEACHER

JOB DESCRIPTION

Purpose of Post: To teach a class of primary pupils with regard to their educational, physical, emotional and social needs.

AREAS OF RESPONSIBILITY

General Professional Duties

- To carry out professional duties as listed below, under the reasonable direction of the Headteacher.

Particular Duties

- To carry out specific tasks as reasonably requested by the Headteacher from time to time.

Professional Duties: Teaching

- To deliver the school's curriculum, including the National Curriculum, literacy and numeracy frameworks and R.E., and to work in accordance with the school's aim, philosophy and policies.
- To plan and prepare lessons having regard to the curriculum of the school.
- To set and teach activities matched to the age, needs, ability and aptitude of the pupils.
- To manage and organise the children effectively.
- To mark work carried out by pupils in school.
- To set and mark work for pupils excluded from school or absent for a length of time.
- To use Assessment to inform future teaching and learning.

Professional Duties, Assessment and Reports

- To assess, record and report on the development, progress and attainment of pupils.
- To provide or contribute to oral and written assessment, reports and references relating to individual pupils and groups of pupils.
- To communicate and consult with the parents of pupils.
- To report such assessments as necessary and participate in meetings arranged for this purpose.

Pastoral Care

- To promote the general progress and well-being of the pupils in the class assigned to him/her.
- To be responsible for their pupil care and welfare, whilst involved in school activities.
- To develop a sense of community within the class, with regard to equal opportunities and mutual support and respect.

- To provide guidance and advice to pupils on educational and social matters and on their continued education, including information about sources of more expert advice on more specific questions.
- To make records and reports on the personal and social needs of pupils and ensure that confidentiality is observed at all times.
- To communicate and co-operate with persons or bodies outside the school and participate in meetings as required.

Discipline, Health and Safety

- To maintain discipline and encourage self-discipline amongst pupils and to be responsible for the behaviour and discipline of the pupils in his/her care.
- To have regard for their health and safety both when authorised to be on the school premises and when engaged in authorised school activities elsewhere.

Review (Further Training and Development)

- To regularly review own teaching methods and programmes of work.
- To participate in arrangements for his/her further training and professional development as a teacher.
- To participate in arrangements for his/her performance management and that of other teachers.
- To participate in induction and supervision arrangements.

Education Methods

- To advise and co-operate with the Headteacher and/or other teachers on the preparation of courses of study, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- To prepare and develop resources to facilitate the delivery of the curriculum.

Staff Meetings

- To participate in school meetings which relate to curriculum or the administration or organisation of the school, including pastoral arrangements.

Management and Administration

- To take part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To participate in administrative and organisational tasks as required, including the management of persons providing support for the teacher, e.g. Learning Support Assistants, parent helpers.
- To attend assemblies, register the attendance of pupils and to supervise pupils before, during and after school sessions if required.
- To contribute to the selection for appointment and professional development of other teachers and non teaching staff, including the induction and assessment of new teachers.

Public Examinations

- To participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such exams, recording and reporting assessments.

Cover

- To teach any pupils whose teacher is not available to teach them, as far as practicable, apart from:
 - When the teacher who is absent or otherwise not available has been so for three or more consecutive days; or
 - When it is known to the Governing Body that the teacher would be absent or otherwise not available for two or more working days before the absence commenced;
 - With the exception of the following: if all reasonable means of providing a supply teacher have been exhausted without success the teacher may be required to provide cover.

Working Time

- To be available for work for 195 days in any school year, specified by the Headteacher, of which 190 days shall be days on which he/she may be required to teach in addition to carrying out other duties.
- To be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he/she is required to be available.
- To be allowed a break of reasonable length either between school sessions or between the hours of 12.00 noon and 2.00 pm.
- To work such additional hours as may be needed to discharge effectively his/her professional duties, including, in particular, marking work, writing reports, preparation of lessons, teaching material and schemes of work.

Contacts

Children, Headteacher, Deputy Headteacher, Teachers, Secretary, Learning Support Assistants, Nursery Nurses, Parents, Governors, Support Services, Educational Psychologist, Site Superintendent, Cleaners, Students, Midday Supervisory Assistants.