

Job Description

Class Teacher

Salary:	Main Pay Scale
Responsible to:	Head Teacher
Reviewed:	October 2014 (CEFM)

Job content

Strategic purpose

The basic duties of a teacher are outlined in the latest School Teachers' Pay and Conditions Document. S/he shall maintain a good understanding of whole school curriculum, assessment and pastoral policies.

Core responsibilities

Teaching:

- Plan work in accordance with schemes of work and national curriculum requirements.
- Take account of pupils' prior levels of attainment and use them to set future targets.
- Maintain good discipline by following the school's pupil disciplinary policies and procedures.
- Ensure punctuality and establish a purposeful working atmosphere during all learning activities.
- Maintain excellent classroom management with due regard to health and safety policies.
- Set appropriate and challenging work for all pupils.
- Identify and work appropriately with 'special educational needs' pupils and 'academically more able' pupils.

Assessment, recording and reporting:

- Keep appropriate records of pupils' work.
- Mark and return work set, including any homework within an agreed and reasonable time.
- Use the school's marking scheme at all times.
- Carry out assessment programmes, as agreed by the school or department.
- Complete records of achievement in line with school policy.
- Complete pupil reports in line with school policy. Attend parents' evenings as required and keep parents informed about their child's performance and future targets.

Pastoral work:

- Monitor and set targets for the social and academic progress of all pupils in the class.
- Endeavour to build up a good relationship with the pupils, so that they will look to the teacher for support and advice.
- Command high standards of pupil behaviour and conduct at all times and support the school in its application of related policies.
- Report issues of concern to the appropriate senior staff.
- Maintain an accurate register of attendance and do everything possible to encourage good attendance.
- The teacher will be part of the school's appraisal scheme. S/he will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance,

including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

- Attend and contribute to team and full staff meetings.
- In relation to the school's strategic plan, contribute towards the goals and targets.
- Maintain a professional interest in educational initiatives and developments.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.

The applicant will be required to safeguard and promote the welfare of children and young people.
