

## Job Description

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**Post Title:**            **Class Teacher**

**School:**                **Fairways Primary School**

**Date:**                 **January 2018**

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### Duties and Responsibilities

#### 1. Teaching:

- Planning and preparing course and lessons having regard to the curriculum for the school.
- Teaching according to the educational needs of the pupils, including the setting and marking of work to be carried out by the pupils.
- Assessing, recording and reporting on the development, progress and attainment of pupils.

#### 2. Other activities:

- Promoting the general progress and well being of individual pupils and groups of pupils.
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.
- Making relevant reports.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and co-operating with persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

#### 3. Assessments and reports:

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

#### 4. Appraisal:

- Participating in arrangements made for the appraisal of performance and performance of other teachers.

#### 5. Review, induction, further training and development:

- Reviewing methods of teaching and programmes of work.

- Participating in arrangements for further training and professional development as a teacher.
- Participating in arrangements for supervision and training.

**6. Educational methods:**

- Advising and co-operating 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.

**7. 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.

**8. Staff meetings:**

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

**10. Administration**

- Participating in administrative and organisation tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.