

JOB DESCRIPTION
PRIMARY CLASSROOM TEACHER
AT QUEEN BOUDICA PRIMARY SCHOOL

1. Title and Grade of Post

Class Teacher – Mainscale/UPS – EYFS/KS1/KS2

2. Purpose of the Job

To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher.

3. Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade.

4. Relationships

The postholder is responsible to the Headteacher for his/her teaching duties and responsibilities.

The postholder will interact on a professional level with colleagues and parents to promote productive relationships and an understanding of the school curriculum and the progress of pupils in their care.

5. Particular Responsibilities

The particular responsibilities attaching to the post of class teacher are as follows:

- (a) To plan, prepare for and teach, according to their educational needs, pupils assigned to him/her in the allocated class;
- (b) To supervise the work of classroom assistant(s) relevant to the allocated class and to control and oversee the use and storage of resources and other teaching materials provided for class usage.
- (c) To maintain discipline in accordance with the rules and disciplinary systems of the school;
- (d) To contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole;
- (e) To participate in staff/team meetings and to make a positive contribution to the monitoring, review and development work of that team
- (f) To support and participate in the performance management policy of the School;
- (g) To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy; and
- (h) To take responsibility for their own health and safety, and contribute to that of all pupils within the school.

6. Key Tasks

The key tasks attached to the post of class teacher are as follows:

- (a) To monitor and report to parents on the progress of pupils in the allocated class;
- (b) To assess pupils' achievements and progress in accordance with arrangements agreed within the school;
- (c) To mark work and provide appropriate feedback to pupils; and
- (d) To mark class attendance and dinner registers.

- (e) To keep abreast of developments in educational theory and practice, through attendance at INSET, consultation with colleagues and reading the educational press.
- (f) To be responsible for the delivery of assemblies in line with the school's agreed arrangements
- (g) To undertake other reasonable specific tasks throughout the year as agreed with the Headteacher