

# STOCK CHURCH OF ENGLAND PRIMARY SCHOOL



***"Developing a love of learning and life in a caring and Christian Community"***

## **Class Teacher - Professional Responsibilities and Core Duties**

The professional duties of teachers are set out in the School Teachers Pay and Conditions Document (2004 and updated every year), and describe the duties required of all teachers. In addition, the specific requirements of the post of class teacher, along with particular duties expected of the postholder are set out below:

### **Purpose:**

- Responsibility for a class
- To provide for the educational, social, moral, spiritual and cultural development for each individual child in the class allocated for each specific academic year
- Co-ordinating activities relating to a subject area(s), to include:
  - Developing, monitoring, review, evaluation effectiveness of and reporting on policy, action plans and practice
  - Planning and managing associated resources/teaching materials, teaching programmes, course of study, methods of teaching and assessment
  - Giving guidance, support and encouragement to staff and leading in-service development sessions

### **Professional Duties:**

#### **Teaching**

- Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events
- Planning, preparing and assessing lessons in line with school policies and schemes of work
- Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets
- Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content
- Setting of work for pupils who may not be able to attend school, in agreement with the Head Teacher

- Marking work and providing feedback (including for Homework in accordance with the school's Homework Policy) to pupils and parents in line with the School Marking and Feedback Policy
- Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policies  
Administering assessment tasks and test in line with school policy

### **Other Activities**

- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
- Contribute to and support the overall ethos, work and aims of the school
- Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Head Teacher
- To take responsibility for understanding the part that one plays in the progress of the School Improvement Plan and contributing to it accordingly
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop
- To promote the general progress and wellbeing of individual pupils throughout the school, in line with the Healthy Schools standards and action plan
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies
- Keep records and make reports on the personal and social needs of pupils
- Communicate and co-operate with other agencies to support the educational, development/general progress and wellbeing of individual pupils and to participate in meetings arranged for any purposes described above
- To inform the Head Teacher immediately of any concerns regarding a pupils' welfare
- To communicate and consult with parents of pupils
- To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy
- To safeguard every pupil's health, safety and wellbeing in line with school policies
- To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements

- To provide reports to parents, pupils, Governors and the Leadership Team with regard to the progress of the whole school initiative
- To lead assemblies and to attend assemblies, when requested by the Head Teacher
- To register pupils at the start of the school day and after the lunch break
- To supervise pupils throughout the school during playtimes and at any other times requested by the Head Teacher
- To ensure the class is managed in an orderly way and looks stimulating and engaging for the pupils with displays changed regularly
- Be proactive in ensuring that Year group pages have relevant information

### **Management**

- To plan, organise and manage the work of the Teaching/Learning Support Assistants who support in class, in order to have a positive impact on pupil progress
- To liaise with the Inclusion Manager to contribute to the planning and organising of work, in order to have a positive impact on pupil progress
- To ensure that the TA/LSA who supports in class meets all of the responsibilities as set out in their job description, in a timely and effective manner

### **Training and Development**

- Review and evaluate the teaching methods and schemes of work
- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
- To participate in performance management reviews in line with school policy

### **Other Activities**

To carry out any other duties reasonably requested by the Head Teacher or Deputy Head Teacher. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head Teacher.

This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.