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Headteacher: Paula Pemberton

Job Description – Class Teacher

The professional duties of teachers are set out in the School Teachers' Pay & Conditions Document and describe the duties required of **all** teachers. In addition, the specific requirements of the post of Class Teacher have been set out below.

PURPOSE	<p>Responsibility for a Class</p> <p>Co-ordinating activities relating to a subject area (to be arranged), to include:</p> <ul style="list-style-type: none"> ▪ Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice ▪ Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment ▪ Giving guidance, support and encouragement to staff and leading in-service development sessions
RESPONSIBLE TO	Headteacher
RESPONSIBLE FOR	Class and subject area (to be arranged)
SCOPE	Class Teacher and Subject Leader
SALARY SCALE	Main Scale
GENERAL	<ul style="list-style-type: none"> ▪ To participate in the performance and development review process, taking personal responsibility for identification and learning, development and training opportunities in discussion with the Headteacher ▪ Maintaining discipline ▪ Providing feedback to parents on pupils' progress at parents' evenings and other meetings ▪ Staying up to date with changes and developments in the structure of the curriculum ▪ Taking part in school events and activities which may take place at weekends or in the evening ▪ To comply with individual responsibilities in accordance with the role, for health and safety in the workplace ▪ Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy ▪ The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment ▪ The duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.