



SAMPLE JOB DESCRIPTION

POST: **Class Teacher**

RESPONSIBLE TO: The Headteacher

DUTIES: The general professional duties of all teachers are set out in the current Pay and Conditions document and the contract of employment. Teachers need to fulfil their legal responsibilities in line with relevant government legislation, DfE expectations and School Policy.

PROFESSIONAL REQUIREMENTS:

- To set a good example through presentation, personal and professional conduct and to develop effective working relationships with colleagues, whilst working to fulfil the aims and ethos of Tudor Court Primary School.
- To show a secure knowledge and understanding of effective teaching, class management and discipline, whilst fulfilling the aims and ethos of the school.
- To teach the agreed areas of the Curriculum including R.E.
- To deliver a broad and balanced curriculum in line with School policy.
- To plan for opportunities which contribute to a pupils' personal, spiritual, moral, social and cultural development.
- To teach from planned objectives, which take account of differentiation to achieve progression in pupil's learning, setting clear targets for pupils' learning based on prior attainment.
- To set, mark and monitor the pupil's assigned work including homework.
- To fulfil the School's and National assessment, recording and reporting system as appropriate.
- To attend staff meetings and parent's meetings as required.
- To liaise with-
 - other staff re shared resources, timetables for shared facilities etc.
 - parents / carers re day to day issues, reporting a child's progress etc
 - headteacher / co-ordinators re curriculum issues, seeking guidance, general reporting or feedback etc
- To manage, with support, the work of Learning Support Assistants and other helpers in class to enhance children's learning.
- To help manage the class and school environment making it a tidy, safe, secure and stimulating environment, this includes displaying children's work and making good use of class and school display areas.
- To take part fully in primary school duties such as supervising playtimes, taking whole school assemblies and class assemblies.

February 2015