

JOB DESCRIPTION

NAME:

JOB TITLE: Classroom teacher

RESPONSIBLE TO: Headteacher

CURRICULUM RESPONSIBILITY: (Not applicable to NQT)

DUTIES: The Conditions of Employment for School Teachers specify the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner under the reasonable direction of the head teacher.

PARTICULAR DUTIES:

- To teach, according to their educational needs, the pupils assigned to you, include the setting and marking of work, having due regard to the requirements of the National Curriculum, the Literacy and Numeracy Strategies and the school curriculum policies and schemes of work.
- To promote the general progress and well being of children in your class.
- To join with the other teacher(s) in the year group to plan work within the curriculum guidelines for the year group.
- To assess, record and report on the development, progress and attainment of pupils in accordance with the school assessment and record keeping policy.
- To advise and co-operate with the head teacher and other teachers on the preparation and development of teaching materials, schemes of work, methods of teaching and assessment and pastoral arrangements.
- To keep your methods of teaching under review.
- To participate if necessary in arrangements for conducting Key Stage 2 tests and assessments.
- To attend assemblies, register the attendance of pupils and share in the supervision of pupils in the playground and on leaving the school premises.
- To support the development of the school curriculum and the agreed policies of the school.
- To participate in staff meetings which relate to the curriculum, administration or organisation of the school.
- To share in the corporate responsibility for the well being and discipline of all pupils by maintaining good order and discipline amongst the pupils and safeguarding their health and safety both on the school premises and in authorised activities elsewhere.
- To develop and maintain good relationships with children, parents and the local community and to communicate and consult with parents of pupils.
- To participate in arrangements for your further professional development.
- To participate in arrangements for performance management.
- To participate in meetings arranged for any purposes which concern you or your pupils.

MAIN ACTIVITIES ATTRIBUTABLE TO CURRICULUM RESPONSIBILITY

(Not applicable to NQT)

- Co-ordinate the establishment of school policy in your curriculum area.
- Co-ordinate the implementation and review of the school policy in this subject.
- Ensure that planning takes account of the range of children at the school, including girls and boys, and all abilities and backgrounds, and is appropriate to their needs.
- Provide support for colleagues and arrange INSET where appropriate.
- Develop assessment and recording techniques, and collect examples of pupil work to use them as a basis for moderated assessment.
- Recommend the purchase of appropriate resources and ensure that they are being used.
- Ensure that resources are kept in good order.
- Keep updated on policy and practice in the subject.
- Monitor the teaching and learning of the subject throughout the school.
- Liaise with other agencies

WORKING TIME

- To be available for work for 195 days in any school year, of which 190 days shall be days on which you will be required to teach pupils in addition to carrying out other duties; those 195 days shall be specified by the governing body.
- To be available to perform your duties at such times and places as may be specified by the head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available for work.

The duties may be varied to meet changed circumstances in a manner compatible with the post held.

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

DATE OF ISSUE: September 2017

SIGNED: