



## Job Specification

### Class Teacher

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document.

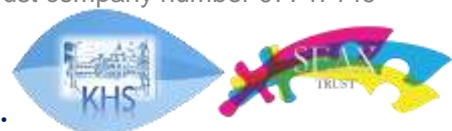
Additionally, STPCD requires all teachers to be involved in:

- Advising and co-operating with the headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Taking any such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Co-ordinating or managing the work of other staff

### Main Duties

- To take responsibility for planning and implementing appropriate work programmes for all pupils in the designated classes, within the framework of national and school policies.
- To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
- To plan work for the class/group in accordance with school curriculum policies and in co-operation with subject and leaders to ensure that the pupils experience a broad, balanced, relevant and stimulating curriculum.
- To ensure a close match between the learning experience offered, and the individual needs of the pupils in the class, to ensure every pupil has an opportunity to achieve to the maximum of his/her capability.
- To use agreed techniques and strategies to ensure that individual special needs are met
- To provide pupils with opportunities to manage their own learning and become independent learners.
- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline.

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- To foster each pupil's self-image and esteem and establish relationships which are based on mutual respect.
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work
- To assess pupils' progress, maintain records and provide written reports to parents and carers in accordance with school policies.
- To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
- To take responsibility for the management of other adults in the classroom and to use their skills effectively to focus on teaching and learning
- To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
- To ensure that all school policies including Health & Safety, Equal Opportunities, Safeguarding and Behaviour are adhered to.

**Post-threshold teachers are required to demonstrate substantial and sustained achievements and contribution the school. In addition, those teachers aspiring to progress from UPR1 to UPR2 to UPR3 or who hold a UPR3 post should demonstrate qualities that reflect the guidance at Appendix E (Pay Policy)**

This job description will be supported by annual performance targets. These will be derived from the Teachers 'Standards, School Improvement Plan and other school priorities.

Support and training will be available for all the above.

**This does not constitute a full job description**

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*What we plant today, we grow tomorrow...*

