

**Job Description**  
**PROFESSIONAL DUTIES – TEACHER**



<b>Post Title:</b>	<b>CLASSROOM TEACHER</b>
<b>School:</b>	<b>Clavering Primary School</b>
<p>The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay &amp; Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:</p>	
<b>Purpose:</b>	<p>Responsibility for a Class – to be an exemplar of good practice with high expectations</p> <p>Co-ordinating activities relating to a subject area (or areas depending on scale appointed) to include:</p> <ul style="list-style-type: none"> <li>• Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice</li> <li>• Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment</li> <li>• Giving guidance, support and encouragement to staff and leading in-service development sessions</li> </ul> <p>(Not applicable to ECT)</p>
<b>Responsible to:</b>	Miss Rosalind Allsop (Headteacher)
<b>Responsible for:</b>	Key stage 1 or 2 class, subject area (or areas depending on scale appointed) (not applicable to ECT)
<b>Scope:</b>	<p>Classroom teacher</p> <p>Subject Leadership (not applicable to ECT)</p>
<b>Salary/Grade:</b>	

**Main Core Duties: TEACHING**

- Teach engaging and effective lessons that motivate, and inspire and improve pupil attainment.
- Use regular assessments to monitor progress and set targets for pupils and respond accordingly to the results of such monitoring.
- Ensure that all pupils achieve at age expected level, or, if well below make significant and continuing progress towards achieving at level.
- Maintain regular and structured communication with parents, to report on progress, attitudes to learning, behaviour and all other communications.
- Contributing to the pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events

- Setting and marking of homework as appropriate and in line with the school's homework policy
- To provide written reports for parents informed by teacher and administered assessments
- Provide parents with up to date feedback on their child's progress as and when required and, in particular at Parent Evenings

## OTHER ACTIVITIES

- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the whole community
- Contribute to and support the overall ethos/work/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 Headteacher
- Be aware of and support pupils differences and ensure that all pupils have equal access to all school opportunities to learn and develop
- To be aware of the activities and targets within the School Improvement Plan and contribute towards its progress
- To promote the general progress and well being of individual pupils through the school, in line with the Healthy Schools standards and action plan.
- To provide advice and guidance to pupils and parents on educational, emotional and behavioural and social matters in line with school policies and in consultation with the Headteacher
- 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 well being of individual pupils and to participate in meeting arranged for any purposes described above
- To inform the Headteacher immediately of any concerns regarding a pupil's welfare
- To maintain good order and discipline among pupils throughout the school, in line with Behaviour Policy
- To safeguard every pupils' health, safety and well being 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 lead assemblies and to attend assemblies when requested by the Headteacher
- To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher
- Wherever possible to attend and help organise such Friends of Clavering events in particular the Christmas Fayre, Summer fete and other fundraising activities

## MANAGEMENT

- To plan with, organise and manage the work of the learning support assistant
- To liaise with the SENCO to contribute to the planning and organising of the work of the SENLSA in order to have a positive impact on pupil progress
- To ensure that the LSA assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manner
- To assist with the induction and support for ECT or visiting students as part of their school experience, work placement or Initial Teacher Training (where appropriate)

## TRAINING AND DEVELOPMENT

- Review and evaluate the teaching methods
- 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

## SUBJECT LEADER RESPONSIBILITIES (Not applicable to ECT)

1. To formulate and review policy documentation as set out in the School Improvement Plan in full consultation with teaching staff and in particular Key Stage Leaders
2. To write an Action Plan for School Improvement for the subject area and evaluate the effectiveness of the plan, on an annual basis
3. To exemplify good practice in the classroom and provide demonstration lessons for staff/governors/parents as appropriate
4. To collaborate with and support other subject leaders with developing the curriculum, ensuring progression and continuity across year groups
5. To advise and inform staff about assessment, reporting and recording procedures within the school and new resources/information/guidance
6. To monitor and evaluate the quality of teaching and learning in the subject
7. To provide a written report to Headteacher, within 2 weeks, following monitoring and evaluation activities
8. To lead staff development meetings for teaching staff and LSAs as agreed with the Headteacher
9. To advise and inform newly qualified teachers and other new staff about the subject policy within the school
10. To attend courses and meetings and to evaluate and report back to the Headteacher and other staff on the essential issues covered
11. To keep up to date with current trends and research and to debate as appropriate
12. To audit, order, organise and allocate resources throughout the school and to take on a budget responsibility

13. To take an active role in organising special curriculum events, as agreed with the Headteacher
14. To contribute information to parents meetings
15. To liaise with members of the Governing Body enquiring about a particular subject, to inform them of progression of the school improvement plan, quality of teaching and learning and standards in the subject
16. To provide written reports/present information to the Governing Body at the request of the Governors/Headteacher

To carry out any duties reasonably requested by the Headteacher.

The duties may be varied to meet changed circumstances in a manner compatible with post held, at the reasonable direction of the Headteacher.

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.

Staff member..... date.....

Headteacher.....