



Ongar Primary School

CLASS TEACHER JOB DESCRIPTION

Directly Responsible to: Headteacher

Main Purpose of Job and Principal Accountabilities: see below

Liaison and Co-operation

The teacher will work in liaison, contact and co-operation with:

- other members of staff,
- parents, governors and the local community.

Tasks and Duties

These tasks and duties should be considered alongside the Teaching Standards.

Planning

To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in one's class

Setting and supervising work by pupils

To teach a class or groups of pupils and set tasks to be undertaken both at school and elsewhere.

Marking and recording

To mark and assess pupil's work and to record their development, progress and attainment.

Discipline and relationships

To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.

Communication with parents

To build and maintain co-operative relationships with parents and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.

The Classroom

To maintain an attractive, stimulating classroom environment and to contribute to displays in the school as a whole.

Overall policy and review

To take part in whole school reviews of policy and school aims and in the revision formulation of guidelines.



Ongar Primary School Milton Crescent Shelley Ongar Essex CM5 0FF

Tel: 01277 362 354 Fax: 01277 362 302 Email: admin@ongar-pri.essex.sch.uk

www.ongar-pri.essex.sch.uk



Reports

To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils.

Review

To evaluate and review one's own teaching methods, materials and schemes of work and to make changes as appropriate.

Professional development

To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings and take part in appraisals and reviews of one's work arranged by the headteacher.

Corporate life

To take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions.

Equality policies

To help ensure that subject-matter and learning resources reflect school equality policy, and that the implication of this policy is borne in mind in relation to all the tasks and duties listed above.

