



Class Teacher Job Description

Post: Class Teachers Primary
Range & Grade: Teachers Pay Scale - TMS /UPS
Responsible to: Headteacher

Purpose: To carry out the functions of a teacher at Corringham Primary School in accordance with the stated aims and objectives of the school and to have responsibility for an assigned class. These include the following list of duties and responsibilities, and any other duties as may be reasonably expected.

To safeguard and promote the welfare of students

These responsibilities must be carried out in conjunction with the duties of teachers as set out in the current School Teachers' Pay and Conditions document.

Principal duties and responsibilities:

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning
- To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
- To maintain good order and discipline among the pupils, safeguarding their health and safety
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress
- To prepare appropriate records for the transfer of pupils
- To ensure effective use of support staff within the classroom, including parent helpers
- To participate in staff meetings as required
- Contribute to the development and co-ordination of a particular area of the curriculum
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements
- To ensure that school policies are reflected in daily practice
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional
- To liaise with outside agencies when appropriate eg. Educational Psychologist
- To continue professional development, maintaining a portfolio of training undertaken
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned
- To support the Headteacher in promoting the ethos of the school
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity

To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

These duties may be varied at the reasonable discretion of the Headteacher, to meet the changing needs of the school.

Date of review: at annual performance management review of objectives.

I confirm that I have read and understood, and that I accept, the above job description:

SIGNED: DATE

NAME IN FULL:.....