

St. Andrew's Junior School, Hatfield Peverel



“Enjoy, respect, achieve”

JOB TITLE: Deputy Headteacher (Class responsibility)

RESPONSIBLE TO: Headteacher and Governing Body

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.

CURRICULUM RESPONSIBILITY: To be confirmed

PARTICULAR DUTIES RELATING TO THE ROLE OF CLASS TEACHER:

- 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 school curriculum policies and schemes of work.
- To promote the well-being and general progress 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.

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.

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