

Cranbrook Church of England Primary School

Class teacher:

Purpose of job: Providing high quality teaching for all pupils

Professional Duties

Teaching

- Having a thorough understanding of the National Curriculum and / or Foundation Stage curriculum and the school's own schemes of work.
- Using a variety of teaching methods appropriate to task and learning needs of all pupils.
- Planning and preparing lessons with clear learning outcomes.
- Teaching according to their educational needs, the pupils assigned to him / her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils in line with national and school requirements.
- Giving positive feedback to pupils about their work, ensuring they know how to improve.
- Setting clear challenging targets for all pupils.

Pastoral

- Promoting the general progress and well-being of individual pupils and of the class.
- Maintaining good discipline in line with the school behaviour policy.
- Accepting responsibility for care and safety of children following health and safety guidelines.
- Liaising with parents, colleagues and outside agencies.

Management and Personal Development

- Managing own time and pupils' time effectively
- Supervising work of TAs, voluntary help and students, producing reports as necessary.
- Participating in appraisal arrangements in accordance with the Performance Management Policy.
- Active involvement in further professional development, reviewing personal methods of teaching and programmes of work.
- Taking on board and acting upon points for development in line with the Monitoring and CPD policies.

Administration

- Completing weekly and daily plans in line with school policy and following long and medium term plans.
- Completing annual pupil reports and any relevant documents for transfer or special needs purposes.
- Using assessment data and target setting to ensure satisfactory or better progress of all pupils.
- Registers of attendance, in line with school procedures.
- Involvement in parent evenings

Exercise of general professional duties

- A teacher shall carry out the professional duties of a teacher as circumstances may require and in accordance with any directions which may be given to him / her by the Headteacher from time to time

You are to carry out the duties of a school teacher as set out in Pay and Conditions 2006 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.

Name of Teacher:

Signed:

Date