



COMPASSION, RESPONSIBILITY, ACCEPTANCE, FORGIVENESS, TRUST

BURHAM CE PRIMARY SCHOOL
Bell Lane, Burham, Rochester, Kent. ME1 3SY.
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Headteacher: Miss Michelle Grima

Job Description –Teacher

Responsible to the Head teacher.

Purpose:

To carry out the duties of a Classroom Teacher as laid down in School Teachers' Pay and Conditions Document and any subsequent alteration made to these by Parliament Act or Order.

To ensure the efficient organisation of a class of children with due regard for their education and welfare as defined in documents and policies relating to the school's aims and objectives and subject guidelines and the National Curriculum. To take an appropriate part in the corporate responsibility for the organisation and management of the whole school.

Responsibilities :

1. Responsible for a class of children aged between 4 and 11 years of age and operate a carefully planned teaching programme, monitor its progress and that of the children by national and agreed school methods, within a well organised classroom, appropriate to each individual need.
2. Ensure the safeguarding of all pupils and to positively encourage outstanding behaviour through positive classroom management and full engagement in school policies, procedures and routines.
3. Assess and track the progress of pupils in the class and report information to the Head Teacher and parents.

4. Engage in leading and minor roles in administrative organisation, policy making, formulation of guidelines, mutual support of staff, team thinking and staff development.
5. Assess own areas regarding professional development needs and seek out opportunities to address these through INSET and other appropriate means (e.g. colleagues).
6. Seek opportunities to develop the range of clubs or activities offered at school in addition to integrating the school as a part of the community life.
7. Communicate and emphasise the school ethos and promote clear and easy access of information for parents stressing the school's expectation of high standards and care and consideration towards others.
8. To consider the individual requirements of children with additional education needs and plan appropriately for their development, to include the production of support plans as required.
9. To maintain practice in line with current school policies.
10. To actively engage in appraisal and personal development.
11. To lead occasional collective acts of worship.
12. To contribute to the curriculum management of the school.

Specific Responsibilities:

To be assigned dependant on qualifications and experience.

Other Duties:

Discuss these responsibilities at staff, parent and governor meetings as and when necessary.

Liaise with other teaching and non-teaching staff to ensure continuity.

Keep up to date with the use of computers in education.

Liaise with colleagues in other schools on a formal or informal basis in order to effect school improvement.

Liaise with other agencies over the welfare and/or educational needs of pupils in the class.

Any other reasonable activity that is required under the direction of the head teacher.

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher and following consultation with you.