



## JOB DESCRIPTION

Post	Teacher
Responsible to	Headteacher
Grade	Main Scale

### PURPOSE OF POST:

- To be a class teacher
- To take responsibility for an area of the curriculum
- To assist in the ongoing review and development of the curriculum and other school policies

### MAIN ACTIVITIES AND RESPONSIBILITIES:

- To be responsible for a primary class and carry out the duties of a teacher as laid down in the *School Teachers' Pay and Conditions Document*.
- To take responsibility for the welfare and safety of all the children in our care and specifically those in the teacher's own class.
- To have the ability to be an effective and exciting class teacher responsible for the needs and progress of all the children in the class
- To teach within the framework of the present school policies, paying particular attention to equality of opportunity, multiculturalism and anti-racism.
- To plan and prepare long, medium and short term work as a member of a team and to attend regular planning and staff meetings.
- To plan and resource, within budgetary constraints, a classroom environment which will facilitate autonomous learning and enable children to maximise their potential.
- To establish and maintain good relationships with colleagues, parents and children.
- To monitor children's progress, keeping meaningful records and to evaluate performance.
- To attend parents' meetings.
- To accept responsibility with other members of staff for implementing every day school activities in accordance with school policy.
- To support and encourage the aims and ethos of a Church of England School.

### CURRICULUM RESPONSIBILITY (not ECTs)

- To lead the staff in promoting and delivering this curriculum area
- To ensure that an up to date policy document is in place
- To develop and support record keeping and assessment procedures
- To promote equal opportunities in this area of the curriculum
- To support and advise teachers in this area of the curriculum
- To organise and manage relevant resources
- To work with and report to governors as requested

#### Footnote:

*This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.*

**ALL STAFF ARE EXPECTED TO:**

- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.

**Footnote:**

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