Job Description

**Class Teacher (Part time)**

MPS

**Purpose of the Job:**

To carry out the duties and responsibilities of a teacher, as defined in the School Teachers Pay and Conditions document, having due regard to the schools aims and objectives, schemes of work/syllabus and any policies of the LA and Governing Body.

Responsible to: Headteacher

**Main Duties and Responsibilities:**

* Assume responsibility for the education, safety and well-being of the children in the class.
* Plan, prepare and deliver the curriculum in line with the National Curriculum requirements(and EYFS framework if required) and with due regard to school policies, Mission Statement and individual children’s needs.
* Follow advice given by curriculum leaders when planning programmes of work for children, to ensure that they experience a common approach and are provided with the best opportunities for their development.
* Assess the needs of individual children in your class and plan for those needs.
* Regularly review the progress of the children and thus the effectiveness of the planning and teaching methods and keep appropriate records of pupils’ progress, which can be passed on to future teachers and other relevant agencies.
* Carry out end of year statutory tests, adhering to the requirements laid down by the Local Education Authority.
* Provide written reports for parents, future teachers and other agencies when required.
* Use the classroom and learning process to develop the social skills, imagination and self-confidence of the children, ensuring that they experience a variety of ways of recording their work, including the production of work for class and school displays.
* Organise the classroom such that good order and discipline is maintained within a stimulating environment where children learn to respect each other’s needs.
* Promote the safety and well-being of the pupils.
* Build relationships with parents through formal and informal meetings so they understand the progress their children are making and how they can integrate “home” learning with school activities.
* Work as part of a team, attend and participate in curriculum, administrative and organisational meetings as and when required. Participate in arrangements for further training and continuing professional development and take an active role in the formulation of school policies.
* Be responsible for specific curriculum areas, dependent upon experience and expertise, negotiated with the Head Teacher.
* Help the Head Teacher to revise written policies and review their effectiveness in specific curriculum areas.
* Keep up-to-date with new developments and initiatives.
* Adhere to the responsibilities laid down in the Staff Handbook and the requirements of the school’s Performance Management Policy.

Signature of Postholder …………………………………………….… Date: ………….

Signature of the Head Teacher ………………………………………. Date: ……………

(SUBJECT TO PERIODIC REVIEW)