JOB DESCRIPTION

Role: Key stage 1/2 Class Teacher

There are differing aspects to this job description.

- Responsibilities as a teacher

PURPOSE OF JOB: To provide high quality education for pupils
RESPONSIBLE TO: Headteacher
ACCOUNTABILITY –TEACHER
Professional duties
Teaching and Assessment:

- Having a thorough understanding of the National Curriculum, the school's own schemes of work.
- Using a variety of teaching methods appropriate to task and learning needs of 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 feedback to pupils about their work.

Pastoral

- Promoting the general progress and well-being of individual pupils and of the class.
- Maintaining good discipline in line with school behaviour policy.
- Following all Safeguarding policies and procedures to ensure that children and adults are safe guarded at all times.
- 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 Teaching Assistants, voluntary help and students, producing reports as necessary.
- Participating in appraisal arrangements in accordance with Performance Management policy.
- Active involvement in further professional development, reviewing personal methods of teaching and programmes of work.

Administration

- Completing weekly 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.
- Registers attendance of pupils in line with school procedures
- Involvement in parents' 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 reasonably be given to him by the head teacher from time to time

You are to carry out the duties of a school teacher as set out in Pay and Conditions Document 2010 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher. If you are an experienced teacher we would also expect you to take on the responsibilities of a subject leader.

The above job description was agreed on …… (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.

Signed…… (Teacher) Date……

Signed……..…….. (Headteacher) Date ……..