

Class teacher-Job Description



RESPONSIBLE TO: Headteacher

RESPONSIBLE FOR: All teaching and non-teaching staff in respect of functions listed under Duties and Particular Duties.

1. DUTIES

The Conditions of Employment (Part IX of the Teachers' Pay and Conditions Document 1987) specify the general professional duties. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

This Job Description is a description of the job to be undertaken and performed to the satisfaction of the Headteacher by the postholder. It does not form part of the contract of employment.

2. PARTICULAR DUTIES

- 1) Class Teacher

3. MAIN ACTIVITIES ARISING FROM THESE DUTIES

3.1 Class Teacher

All responsibilities of a class teacher, which include:

- a) Deliver an aspirational curriculum relevant to the age and ability group/subject/s that you teach and use awareness of pupils' capabilities – SEN, EAL, disabilities - and prior knowledge to plan and differentiate appropriately. Reflect upon the effectiveness of this regularly.
- b) Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- c) Be accountable for the attainment, progress and outcomes of pupils you teach and regularly communicate this to parents/carers and other staff as appropriate.
- d) Make accurate and productive use of assessment and give pupils regular feedback, both orally and through accurate marking (in line with school policy). Encourage pupils to respond to the feedback and reflect on progress.
- e) Establish a safe, respectful and purposeful environment for pupils and manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge them.
- f) Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol or procedures.
- g) Displaying proper and professional standards in line with the ethos, policies and procedures of the school, and maintain high standards of attendance and punctuality.
- h) Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements.

NOTE.

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.