Girton Glebe Primary School
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Headteacher: Mr Andrew Simpson

Job Description

School	Girton Glebe Primary School
Post	Class Teacher
Salary Scale	Main Pay Scale / Upper Pay Scale (depending on experience)

Girton Glebe Primary School is committed to safeguarding, including the Prevent agenda, and promoting the welfare of children and young people. We follow Safer Recruitment practices, which include, but are not limited to, applying for an enhanced DBS check, right to work in the UK and qualifications check, satisfactory references and medial clearance for all newly appointed staff.

General Duties

- The education and welfare of a designated class or group of pupils in accordance with the Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the governing body.
- To promote our school ethos and to share in the corporate responsibility for the safeguarding, well being and discipline of all pupils.

Specific Duties

In accordance with the school's policies and under the direction of the Headteacher:

Teach

Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you:

- plan and prepare courses and lessons;
- teach, according to their educational needs, the pupils assigned to you,
- set and mark work to be carried out by the pupil in school and elsewhere;
- assess, record and report on the development, progress and attainment of pupils;
- have curriculum responsibility for leading a subject area;

Other activities

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
- provide guidance and advice to pupils on educational and social matters and, where appropriate, on their further education and future careers, include information about sources of more expert advice on specific questions; make relevant records and reports;
- make records of and reports on the personal and social needs of pupils;
- communicate and consult with the parents of pupils;
- communicate and co-operate with persons or bodies outside the school; and
- participate in meetings arranged for any of the purposes described above;

Assessments and reports

- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

Review of performance

- participate in arrangements made in accordance with the Regulations for the review of your performance and that of other teachers;

Review, induction, further training and development

- continually reflect on your own practice and seek improvements
- review from time to time your methods of teaching and programmes of work;
- participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements

Educational methods

- advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

Discipline, health and safety

- maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Staff meetings

- participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Cover

- supervise, and so far as is practicable teach any pupils, whose teacher is not available to teach them (you will not be required to provide such cover for more than 38 hours in any school year).

External examinations

- participate in arrangements for preparing pupils for external examinations, assess pupils for the purposes of such examinations and record and report such assessments; and participate in arrangements for pupils conduct in such examinations; (you are not required routinely to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, such as invigilation)

Administration

- participate in administrative and organisational tasks related to such duties as are described above, include the direction or supervision of persons providing support for the teachers in the school; and
- attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.

You are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Flexibility Clause

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

To whom Responsible
Headteacher

November 2017