

## **Outline Job Description for Teachers**

**Post Title: Class Teacher**

**Pay Spine: MPG**

The following information is provided to assist teaching staff to understand the work content of their post and the role they are to play in the school. However, the following points should be noted:

The post holder is required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document and any additional duties that the Principal may reasonably direct.

The details set out below describe the main duties and responsibilities relating to the post; however a document such as this does not permit every item to be specified in detail, nor does it direct the particular amount of time to be spent on carrying them out, and no part of it can be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget Policy.

### **Core Purpose of Class Teacher:**

Provide high quality teaching, learning and achievement for all pupils, making effective use of resources. Ensure that assessment outcomes are used to inform planning and target setting, in order to raise standards of attainment for all pupils.

### **Principal responsibilities as a class teacher:**

1. Teach children within the primary age range as directed by the Headteacher, keeping up to date with developments relating to the primary curriculum.
2. Plan lessons following agreed schemes of work and curriculum policies to meet pupil's individual learning needs.
3. Use a range of appropriate teaching strategies to secure effective classroom management.
4. Make use of information about prior attainment to set challenging but realistic expectations and learning targets for pupils.
5. Assess and monitor pupils' progress, maintain records and give clear and constructive feedback.
6. Ensure that pupils make good progress and achieve well relative to prior attainment.
7. Maintain a stimulating learning environment and supportive educational ethos including use of teaching materials and resources.
8. Make an active contribution to school policies and strategies for school improvement.
9. Take responsibility for continuing professional development and use the outcomes to improve teaching and learning.
10. Supervise, guide and direct the work of support staff as required.

11. To support the school's philosophy regarding parental involvement- forming good relationships with parents, encouraging them to discuss their children freely, explaining classroom practice and routines and building up a relationship of trust.
12. To have shared responsibility for the learning environment other than the classroom. E.g. Display areas, library, corridor areas.
13. To take an active part in the school's training programme for the teacher's own continuing professional development.

### **Responsibility for a Curriculum area**

Responsibility for a curriculum area or aspect of school organisation will be negotiated with the post holder to meet the needs of the school and to support the teacher's own professional development

The post holder would be expected to work as part of a team to:

1. Develop and implement policies and practices for the subject that reflect the school's commitment to high achievement, effective teaching and learning.
2. Prepare, review and evaluate long and medium term plans to ensure full curriculum coverage, continuity and progression for all pupils.
3. Establish and implement clear policies for assessment, recording and reporting on pupil achievement.
4. Evaluate the quality of teaching and use this information to identify areas for improvement and development.
5. Monitor and evaluate the implementation of schemes of work, standards attained and pupil progress.
6. Audit the training needs of staff annually and co-operate as required with arrangements for performance management.
7. Ensure the effective management of resources, audit subject resource needs and prepare prioritised spending plans annually.
8. Manage the subject budget allocation effectively and produce an annual financial report.
9. Prepare an annual subject evaluation for governors using the agreed school format
10. Be a role model for teaching and learning, with specific strength in area of coordination.

### **Please note:**

The provisions of the School Teachers Pay and Conditions Document regarding working time will be the subject of separate statements issued by the LEA and/or Principal as appropriate.

This job description is subject to amendment in line with the provisions of the School Teachers Pay and Conditions Document. Reviews will normally take place at the end of an academic year or earlier where necessary; and following consultation with the postholder.

Should there be a disagreement under either paragraph above the postholder has the right to appeal under paragraph 6, Grievance Procedures of the Personnel Manual "General Scheme of Conditions of Service for Teachers".