



# St Mary's C.E Primary School

## Job Description – Class Teacher

*The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.*

### Overall purpose of the job

- Ensure that pupils at St Mary's CE become confident and successful learners.
- To provide a stimulating education which develops and celebrates all our pupil's abilities.
- Be responsible for the education and welfare of the children in your class, working collaboratively with other teachers and teaching assistants with whom you work.
- Carry out the professional duties of a teacher plus any other duties that can be reasonably asked under the direction of the Head Teacher.

### Teaching Duties

1. To ensure delivery of a broad, balanced and creative curriculum (according to school, local and national policies) to promote the development of the abilities and aptitudes of the pupils in any class or group assigned to them.
2. To adhere to the school's philosophy in the planning, teaching and evaluation of learning.
3. To manage the organisation of your classroom and the time allotted to each of the curriculum areas as set out by the National Curriculum.
4. Teaching, according to the educational needs of the children in the class, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
5. To maintain appropriate records in line with school policies.
6. Assessment, recording and reporting on the development, progress and attainment of pupils.
7. To work as part of a team, contributing to staff meetings, curriculum team meetings and phase planning meetings.
8. To communicate with parents/visitors/non-teaching assistants/supply teachers to give guidance on work to be undertaken.
9. To manage a safe environment within which a child can learn by maintaining good order and discipline among the pupils and safeguarding 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.
10. To seek appropriate in-service training.
11. To prepare records of and reports on the personal and social needs of the pupils in your care.
12. To alert subject leaders of needs and problems which arise, and to contribute to school policy developments.
13. Participating in arrangements made in accordance with regulations made under Section 49 of the Education (No.2) Act 1986 (72), for the appraisal of performance and that of other teachers.

**Leadership and Management Responsibilities**

- a. To assist the Headteacher in the establishment and maintenance of good relationships through sound communication and consultation procedures with the whole school community.
- b. To be involved with and/or have responsibility for co-ordinating at least one area of the curriculum in the school. **(Not applicable to NQTs)**
- c. To assist the Headteacher in monitoring the delivery of the curriculum and standards of attainment across the national curriculum.
- d. To take an active part in performance management according to the procedures identified our school policy.
- e. To share with the Headteacher the responsibility for the maintenance of the agreed standards of conduct and behaviour in the school for both children and adults.

**Subject Leader Responsibilities (Not applicable to NQTs)**

- a. To support and disseminate the most effective teaching approaches in your subject area or area of responsibility.
- b. To analyse and interpret relevant school, local and national data and advise the Headteacher on the level of resources required to maximise achievement.
- c. To organise resources to ensure that staff are aware of the availability, location and correct and safe use of resources.
- d. To carry out an audit to identify areas for expenditure. Purchase new equipment to support the planning and delivery of the curriculum.
- e. Monitor standards and pupil progress through lesson observations, sampling and moderation.
- f. To attend co-ordinator meetings to keep up-to-date with recent developments.
- g. To seek appropriate personal in-service training to develop an understanding/subject knowledge of the curriculum.
- h. Liaise with Inspectors and Advisory staff with a view to discussing professional development and curriculum input at St Mary’s C.E.
- i. Lead in-service training to develop subject knowledge and understanding.

Signed: \_\_\_\_\_ **Class Teacher**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ **Headteacher**

Date: \_\_\_\_\_