



**SURREY STREET PRIMARY SCHOOL
JOB DESCRIPTION FOR CLASS TEACHER**

JOB TITLE: Teacher

GRADE: Main Scale or Upper Pay Spine

RESPONSIBLE TO: Headteacher

MAIN DUTIES AND RESPONSIBILITIES

- The teacher will undertake all duties required of a qualified teacher identified in the School Teachers' Pay and Conditions Document, including Annex 1 for post Threshold teachers, and will undertake class teaching in a designated year group.
- Assist in whole school, year group and lesson planning which meets the needs of all pupils.
- Coordinate/act as a subject specialist in a curriculum area/s including monitoring and assessment, policy assessment and teaching strategies, consulting with colleagues and feeding back to the leadership team. (Except when NQT)
- Monitor and assess pupil results and progress, ensuring appropriate records have been kept, and use performance data to inform individual pupil, class and year group targets, lesson planning and the preparation of differentiated work which meets the needs and potential of all pupils.
- Support the school's pastoral system, within the Key Stage, year group, class and with individual pupils.
- Contribute to the school's performance management process, coaching and mentoring colleagues and PGCE/ITT/GT students, as required, monitoring some teaching in the curriculum area and the input of class support staff.

- Contribute to the effective deployment of support staff and resources (ICT and consumables) within the class
- Play a full part in the life of the school community, supporting the ethos of the school and encouraging staff, parents and pupils to do likewise.
- Comply with school policies and procedures in areas such as assessment, marking, behaviour management, EAL, SEN, cover, induction, planning, staff meetings and parental events.
- Ensure professional development, being up to date in national and local developments, participating in whole school and individualised INSET and sharing with others.
- Teachers on UPS will be expected to coach and mentor other less experienced teachers.
- To undertake any professional duties of the head teacher reasonably delegated to him/her by the Headteacher.

DIMENSIONS

Supervisory Management - nil

Financial resources - The post holder may be responsible for the curriculum area budget.

DBS

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential that in making an application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.