



JOB DESCRIPTION CLASS TEACHER

INTRODUCTION

This document should be read in conjunction with the School Teacher's Pay and Conditions Document 1994, Regulations of the Local Education Authority, Articles of Government and other legislation, or any more recent versions of the above. Copies of these are available at the school.

Members of staff should at all times work within the framework provided by the school's policy statement to fulfil the general aims and objectives.

JOB PURPOSE

- To ensure effective education of the pupils for which you have class/group responsibility (socially, emotionally, physically, and intellectually)
- Planning and preparing courses and lessons
- Teaching, according to the pupil's educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- To ensure development of pupils and colleagues through a particular area of responsibility.
- To work towards the success of the School Improvement Plan as a class teacher and within a specific area of responsibility
- To provide Equal Opportunities for all

KEY RESPONSIBILITIES

- For effective learning and good behaviour FROM THE CLASS/GROUP OF PUPILS
- To colleagues for your own and their professional development

- To parents to ensure effective and constructive home/school liaison.
- Supporting the Senior Management of the school.

SUMMARY OF KEY TASKS

- To prepare for provide and review lessons that lead to the effective education of the children in your charge and to develop their ability to take responsibility for their own learning.
- To fulfil the potential of each child in all areas of his/her development.
- To provide feedback for learning to all children in your charge
- To assess the abilities of all children in your class
- To ensure good behaviour of all children in your care and to develop within them positive attitudes towards adults, peers, property and work.
- To maintain effective records in relation to progress of class and individual children.
- To have responsibility to develop and maintain a harmonious and constructive home/school partnership.
- To consult and inform parents regarding progress, attainment and attitude.
- To participate in arrangements for further training and the development of your own professional skills and knowledge.
- To contribute to the pastoral work within the school.

ADDITIONAL KEY TASKS – MAIN SCALE TEACHER

To ensure the effective education of the pupils in your care in line with the planned curriculum and aims and objectives of the school.

You are required to carry out such particular duties which form part of sub paragraphs (11) and (12) of paragraph 37 of the 1994 Document as the Headteacher may reasonably direct and in particular take responsibility for

This area of responsibility will be reviewed annually

- To maintain a high standard of personal achievement in the assigned area of responsibility.
- To heighten awareness of colleagues to the range and use of equipment and materials pertaining to this area available in the school.
- To accept responsibility for the storage and maintenance of resources.

- To participate in arrangements for further training and the continuing development of your own professional skills and knowledge and those of colleagues in this area of responsibility.
- To liaise with senior members of staff.
- To keep this area under review amending guidelines as appropriate after consultation with colleagues and with approval of the Headteacher.