

Grafton Primary School

JOB DESCRIPTION – Class Teacher

Professional Duties (as defined by the School Teacher's Pay and Conditions Document):

Teaching with regard to the curriculum of the School;

- planning and preparing courses and lessons;
- teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of pupils;

Other Activities

- promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
- providing guidance and advice to pupils on educational and social matters;
- making records of and reports on the personal and social needs of pupils;
- communicating and consulting with the parents of pupils;
- communicating and consulting with persons or bodies outside the school;
- participating in meetings arranged with persons or bodies outside the school;
- participating in meetings arranged for any of the purposes described above;
- advising and co-operating with the Headteacher, other teachers and Co-ordinators on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

Assessments and Reports

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

Appraisal

- participating in arrangements for Appraisal (and that of other teachers if you are a team leader).
- participating in arrangements for your further training and professional development as a teacher;

Discipline, Health and Safety

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

Staff meetings

- participating in meetings at the School relating to the curriculum, administration, organisation and pastoral arrangements.

Other Professional Duties (not outlined in the Pay and Conditions Document)

Supervision of Pupils

- participating in supervision of pupils in playgrounds and other areas as required by the Headteacher, according to the Duty Rota circulated to all staff;

Year-Group Planning

- participating in arrangements for termly and weekly planning in consultation with teachers in parallel year-group classes.

Ability to take the initiative and assume responsibility.

Or

General Duties

The education and welfare of designated class of pupils in accordance with the requirements of condition 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 share in the corporate responsibility of the well being and discipline of all pupils.

Professional Duties as a Subject Co-ordinator:

- preparation, updating and review of relevant Policy and Schemes of Work;
- leading staff meetings and training relevant to your subject
- circulating information relevant to your subject;
- regular scrutiny of long, medium and short term planning for your subject to ensure that work is being carried out according to the agreed Policy and Scheme of Work;
- advising teachers, as required, on good practice in the teaching of the subject for which you are responsible;
- as required by the Headteacher, modelling lessons for other teachers;
- as required by the Headteacher, observing other teachers teaching your subject, and reporting observations to the teacher concerned and to the Headteacher;
- attendance at relevant Local Authority and other training to ensure that your subject knowledge and skills are up-to-date and in line with current initiatives.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

Name:.....

Signature:.....Date