

JOB DESCRIPTION

Job title: Class Teacher

Grade: Bands 1 - 2

Reports to: Head Teacher

Job purpose and context

To ensure high quality education for all pupils in a designated class and improve the quality of learning and standards of achievement. To carry out the professional duties of a teacher as set out in the current edition of the School Teacher's Pay and Conditions Document.

A teacher in a school shall perform in accordance with any directions which may reasonably be given to him by the head teacher from time to time, such particular duties as may reasonably be assigned.

Key Tasks

Knowledge and Understanding

1. Understand the structure and balance of the National Curriculum, RE and other associated areas such as National Literacy and Numeracy Strategies, PHSE and Citizenship.
2. Have detailed knowledge and understanding of the programmes of study and level descriptors with particular emphasis on the core subjects.
3. Are familiar with the Code of Practice on the identification and assessment of special educational needs and implement and keep records on individual education plans for pupils at stage 2 of the code and above.
4. Broadly understand the requirements and progression for children through the key stages.
5. Use recent monitoring and inspection evidence as well as personal reflection/training to develop good quality teaching.
6. Be familiar with health and safety issues, including subject specific, child protection procedures and positive behaviour management plans.

Teaching

In each case having regard to the curriculum of the school and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned:

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

Other activities

10. promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him;
11. providing guidance and advice to pupils on educational and social matters and their future education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
12. making records of and reports on the personal and social needs of pupils;
13. communicating and consulting with the parents of pupils;
14. communicating and cooperating with persons or bodies outside the school;
15. participating in meetings arranged for any of the purposes described above;

Monitoring, Assessment, recording and accountability

16. assess how well learning objectives have been met and use assessment to improve specific aspects of teaching;
17. mark and monitor work providing constructive feedback and set targets for pupils progress;
18. assess and record each pupils progress systematically and use records to ensure that pupils make demonstrable progress;
19. providing or contributing to oral or written assessments, reports and references relating to individual or groups of pupils;

Staff development/training/reviews/meetings

- 20. participating, if required, in any scheme of staff development and performance review;
- 21. reviewing from time to time own methods of teaching and programmes of work
- 22. participating in arrangements for further training and professional development as a teacher;
- 23. advising and cooperating with the principal and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

Discipline, health and safety

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

Cover

- 25. supervising and so far as practicable teaching any pupils whose teacher is not available to teach them; no teacher shall be required to provide such cover for more than 38 hours in any school year, except in the case of a teacher employed wholly or mainly for the purpose of providing cover;

External examinations

- 26. participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupil presentation for and conducting, such examinations;
- 27. teachers are routinely required to participate in any external examination arrangements that do not call for the exercise of a teacher's professional skills and judgment, such as invigilation;

Management

- 28. contributing to the selection for the appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers serving induction periods;
- 29. assisting the head teacher in carrying out threshold assessments of other teachers;
- 30. coordinating or managing the work of other staff; and

31. taking such part as may be required in the review, development and management activities relating to the curriculum, organisation and pastoral functions of the school;

Administration

32. participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and
33. Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions; teachers are not required to routinely to undertake tasks of a clerical nature which do not call for the exercise of a teacher's professional skills and judgment.

Working time

34. such a teacher shall be available for work for 195 days in any school year, of which 190 day shall be days on which he may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by his employer or, if his employer so direct, by the head teacher.
35. such a teacher shall not be required under is contract as a teacher to undertake midday supervision, and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2pm.
36. such a teacher shall, in addition to the requirements set out above, work such reasonable hours as may be needed to discharge effectively the professional duties assigned. The amount of time required for this purpose beyond 1265 hours in any school year, shall not be defined by the employer.
37. such a teacher shall be allowed as part of the 1265 working hours reasonable periods of time (PPA time) to carry out their duties (planning, preparation and assessment)
38. PPA time shall not be less than 10% of the teacher timetabled teaching time and should not be provided in periods of less than half an hour.