

Class Teacher Job Description

The class teacher should carry out professional duties in accordance with and subject to conditions of employment as set out in School Teachers' Pay and Conditions Document.

- The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the Class Teacher to ensure that his/her professional duties are discharged effectively.
- This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher, and the Governing Body by the Class Teacher. The duties set out below relate to the overall class teaching requirements and related expectations of a Classroom Teacher.

KEY TASKS AND ACTIVITIES:

Teaching

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations

Whole school organisation strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils only in circumstances that are not foreseeable where the person timetabled to take the class is not available to do so.

Health, safety and discipline

- Promote the safety and well-being of pupils in line with safeguarding procedures.
- To effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between pupils and all members of the school community.

Management of staff and resources

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them

Professional development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers
- To promote and facilitate parental involvement in teaching and learning through a shared school/home approach.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

OTHER RESPONSIBILITIES:

In addition, to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time.

PLEASE NOTE:

The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the Classroom Teacher and the Governing Body.