


Name		<b>ALEC REED ACADEMY PRIMARY PHASE</b>
Date drafted	September 2015	<b>JOB DESCRIPTION</b>
Date Reviewed		The purpose of this job description is set out in general terms the management, purpose and responsibilities of a specific job at the ARA.
 <b>ALEC REED ACADEMY</b> PROUD TO LEARN		<p>It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>
<b>MANAGEMENT DETAILS</b>		
<b>Job Title</b>		Class Teacher
<b>Location/work base</b>		Primary
<b>Grade</b>		Main Scale
<b>Reporting to:</b>		The Governing Body through an Associate Principal
<b>Line Manager:</b>		Primary Pupil Progress Leader
<b>Posts directly supervised:</b>		
<b>Staff or contractors indirectly supervised:</b>		
<b>THE MAIN PURPOSE OF THE JOB</b>		
<ol style="list-style-type: none"> <li>1. You are required to carry out the duties of a schoolteacher as set out in the Conditions of Employment as adopted by the Academy.</li> <li>2. You are required to support colleagues in the development and implementation of changes in policies, guidance, schemes of learning, and all materials, to ensure continuity throughout the school.</li> <li>3. You are responsible to the Primary Pupil Progress Leader in the first instance; Assistant, Deputy and Head of Primary Phase; and ultimately the Academy Principal.</li> </ol>		

## **SPECIFIC DUTIES AND RESPONSIBILITIES AS A CLASS TEACHER**

### **Teaching**

You shall carry out the professional duties of a teacher at Alec Reed Academy as circumstances may require, under the reasonable direction of an Associate Principal and the Principal of the Academy and as contained in the statement of Conditions of Employment.

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

- Planning and preparing pupils for 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;
- Providing guidance and advice to pupils on educational and social matters and on their future education and future careers, including information about sources of more expert advice on specific questions, making relevant records and reports;
- To carry out the function of class teacher as required, including taking of an accurate and up-to-date class register and following the school procedures on pupils attendance, checking diaries, uniform and issuing of notices, letters home and accompanying the class to appropriate assemblies;
- Making records and reports on the personal and social needs of pupils;
- Communicating and consulting with the parents of the pupils;
- Communicating and co-operating with persons or bodies outside the school;
- Participating in meetings arranged for any of the purposes described above.

### **Assessment and Reports;**

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

### **Professional Development;**

- (a) Appraisal:
- Participating in arrangements as adopted by the Academy for the assessment and review of your performance and that of other teachers and/or staff.
- (b) Review, Induction, Further Training and Development:
- Reviewing from time to time your methods of teaching and programmes of work;
  - Participating in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in Appraisal objectives and targets or in Appraisal statements.

### **Educational Methods:**

- Advising and co-operating with the Primary Pupil Progress Leaders, Assistant Principals and other teachers (or any one or more of them) on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **Discipline, Health & Safety:**

- Maintaining good order and discipline among the pupils and safeguarding the health and safety of pupils and others authorised to be on the school premises and when they are engaged in authorised Academy activities elsewhere in line with the Academy Health & Safety Policy.
- Responsibility for your teaching areas with regard to good order, health and safety, appearance and display.
- Whilst at work, to take reasonable care for the health & safety of yourself and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place.

### **Staff Meetings:**

- Participating in meetings at the Academy which relate to the curriculum for the Academy or the administration or organisation of the Academy, including pastoral arrangements;

### **Public and Internal Examinations:**

- Participating in arrangements for preparing pupils for public and internal examinations and in assessing pupils for the purpose of such examinations and recording and reporting such assessment.

### **Management:**

- Undertake whole Academy duties in accordance with published rotas, assist in the management of pupils when not in timetabled lessons;
- Taking part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

### **Administration:**

- Participating in administration and organisational tasks related to such duties as are described above, including the management and supervision of persons providing support for the teachers in the school and the ordering, allocation, and best use of resources, minimising waste;
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether the duties are to be performed before, during or after school sessions.