

ABERDOUR SCHOOL

Job Description: Key stage 2 Class Teacher – Maternity Cover

Post Holder:

The purpose of this Job Description is to outline your duties in broad terms. You should acquaint yourselves with school policies and procedures as set out in the Staff Handbook, which is updated each year. The principal duties are as follows:

Academic:

1. under the direction of the Senior Deputy Head you will teach to the best of your ability, aim to see that all pupils reach their potential and you will also contribute to the development of Year 4.
2. You should follow the departmental policies regarding the planning, preparation and teaching of your class, where relevant and appropriate.
3. You should aim to mark the work and track the progress of your pupils in accordance with school policy.
4. You should write reports as laid out in the general policies of the school.
5. You should attend Parents' Meetings and Academic Evenings and be ready to comment on the progress of the pupils.

Teacher:

You will be required to carry out the duties of a Teacher. These are as follows:

1. To supervise the pupils' overall academic and pastoral development during the school year.
2. To liaise, when necessary, with parents.
3. To maintain regular contact with parents via the school's communication systems.
4. To provide the best possible education for the children.
5. To be present at registration and be responsible for the accuracy of the register with regards to absence.
6. To keep a record of each pupil's progress by means of on-going assessments.
7. To maintain appropriate standards of behaviour in accordance with school policies and encourage personal tidiness within the form.
8. To write and, where appropriate, assemble the completed report forms which are filled in by the subject/class teachers at the end of each term.
9. To run some after school clubs (details to be agreed).

General:

1. You will be expected to attend assemblies and services organised by the school.
2. You will be expected to attend other occasions and events organised by school during out of school times, for example School Fairs.
3. You will be expected to carry out supervisory duties, as per rota, during the normal school day.