

ABERDOUR SCHOOL

Job Description: Key stage 2 Class Teacher – Year 4 Form Teacher

Post Holder:

The purpose of this Job Description is to outline role duties in broad terms. You should acquaint yourselves with school policies and procedures as set out in the Staff Handbook. 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.

Teaching:

1. To supervise the pupils' overall academic development during the school year across a broad range of subjects, including Maths, English, Science and Art
2. To supervise the pupils' overall pastoral development during the school year, including being part of the Year 4 pastoral team -meeting weekly
3. Part of the Lifelong Learning Endeavour Team (a team of three teachers leading a programme of challenge, performance and exploration
4. Assist with the coaching and supervision of Boys Games (football, rugby & cricket), and driving a minibus to inter-school matches
5. To liaise, when necessary, and maintain regular contact with parents, via the school's communication systems.
6. To provide the best possible education for the children.
7. To be present at registration and be responsible for the accuracy of the register with regards to absence.
8. To keep a record of each pupil's progress by means of on-going assessments.
9. To maintain appropriate standards of behaviour in accordance with school policies and encourage personal tidiness within the form.
10. 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.
11. 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.