



## **Richard Lee Primary School**

### **Job Description : Class Teacher**

**Responsible to :** Headteacher  
Deputy Headteacher  
Assistant Headteacher

#### **Responsibilities    Class teacher**

All staff are expected to work together in close co-operation in the interests of the children and in the development of the school. Close collaboration is seen as a mark of professionalism and it is expected that all staff will work collaboratively to implement the School Development Plan which is committed to “improve the quality of teaching and learning in our school.”

The school is committed to policies of ensuring equal opportunities for all pupils and staff regardless of race, gender or disability, and to the active participation of parents in the life of the school. At all times staff should present a positive role model to the children in their care. All staff must be aware of the Safeguarding Children policy and follow the procedures in it. All staff must adhere to the Health and Safety policy as determined by the school governors.

Staff are required to implement agreed school policies and/or guidelines including those formulated during the forthcoming school year. Staff are expected to support initiatives determined by the Headteacher after consultation with the staff, or which arise from local authority or national initiatives.

Your post requires you to teach pupils in the age range 3 to 11 years being the range of pupils on the roll of the school.

You have responsibility to identify and provide for children with Special Needs in your class and to inform the SENCO as appropriate. You should regularly review I.E.Ps as appropriate and keep parents informed. You should also make appropriate provision for pupils who are Gifted and Talented and ensure that they meet the high expectations set for them.

#### **Professional Duties**

As a class teacher your post requires you to prepare, deliver, review and evaluate the aspects of the curriculum for which you have responsibility. This is to be undertaken in relation to school policies, curriculum documentation and the School Development Plan.

In undertaking the roles of class teacher and with the support of Planning, Preparation and Assessment Time the following need to be addressed within your teaching:

- Differentiation to meet individual or particular group needs (Inclusion)
- Progression of skills, knowledge and understanding relevant to the age and stage of development of your class
- Breadth and balance across the National / Foundation Stage Curriculum
- The identification of appropriate Learning Objectives
- The development of speaking and listening skills, thinking skills, ICT skills and language across the curriculum
- Planning and organisation, (including pastoral and curriculum role)

- Formative assessment of progress towards learning objectives
- Evaluation of both the delivery and the effectiveness of Schemes of Work

The following duties shall be deemed to be included in the professional duties which the teacher shall be required to perform:

### **1. Teaching:**

Planning and preparing lessons;

Teaching, according to their educational needs, the pupils in your class, including the setting and marking of work to be carried out by the pupil in school and elsewhere;

Keeping efficient and appropriate records and integrating formative and summative assessment into your termly and weekly planning;

Assessing , recording and reporting on the development, progress and attainment of pupils;in each case having regard to the curriculum for the school.

### **2. Other activities**

Promoting the general progress and well being of individual pupils and of any class or group assigned to yourself;

Providing a stimulating classroom environment with resources appropriately placed for the pupils;

Providing guidance and advice to pupils on educational and social matters;

Making records of and reports on the personal and social needs of pupils;

Communicating and consulting with parents of pupils;

Communicating and co-operating with other specialists or bodies outside the school;

Participating in any meetings for any of the purposes outlined above.

### **3. Assessment and Reports**

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

### **4. Appraisal**

Participating in any school arrangements made in accordance with the 2002 Regulations or the 2006 Regulations for the appraisal of your own performance or that of other teachers.

### **5. Review : further training and development**

Review from time to time your own methods of teaching and working.;

Participating in training and professional development opportunities.

### **6. Educational Methods**

Advising and co-operating with the Headteacher and other teacher colleagues on the preparation and development of schemes of work, teaching materials, methods and teaching approaches, assessment and pastoral arrangements.

## **7. Discipline, Health and Safety**

Maintaining good order and discipline among the pupils according to our school code of conduct. Safeguarding the pupils' health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere.

## **8. Staff Meetings**

Participating in meetings at school which relate to the curriculum of the school or the administration or organisation of the school, including pastoral arrangements.

## **9. Cover**

Within the terms of the Conditions of Employment of School teachers, supervising and so far as is practicable teaching any pupils whose teacher is not available to teach them.

## **10. Pupil Examinations**

Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such examinations;  
Recording and reporting such assessments.

## **11. Management**

Contribute to the selection for appointment and professional development of teaching and non-teaching staff as appropriate;  
Support the induction of Newly Qualified teachers and the assessment of students undertaking school practice;  
Take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

## **12. Administration**

Participating in administrative and organisational tasks related to such duties as are described above, including the direct supervision of persons providing support for the teachers in school;  
Ordering and allocating materials, equipment and resources as appropriate;  
Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

**Richard Lee Primary School is committed to safeguarding, promoting the welfare of children and creating a culture of vigilance and expects all staff and volunteers to share this commitment and vigilance. The successful candidate will be required to undergo an enhanced DBS check.**