

Job Description

Postholder	
Post	Main Scale Class Teacher
Reports to	Phase Leader
Line Management of	
Salary/Grade	
Contract	Permanent
Date Reviewed	November 2023
Core Purpose	<ul style="list-style-type: none"> • Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document • Meet the expectations set out in the Teachers' Standards • Uphold the school values and policies and make a positive contribution to the ethos and aims of the school

Key Responsibilities
<p>Teaching:</p> <ul style="list-style-type: none"> • Plan and prepare schemes of work and complete planning documentation. • Teach, 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; • Promote the intellectual, physical and personal abilities and aptitudes of the pupils in your class and provide guidance and advice to pupils on educational and relevant social matters. • Make records of and reports on the personal and social needs of pupils; <p>Assessment Recording and Reporting:</p> <ul style="list-style-type: none"> • Assess, record and report on the development, progress and attainment of the pupils in your class. • Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils; <p>Public Examinations</p> <ul style="list-style-type: none"> • Participate in arrangements for preparing pupils for public examinations, and assessing pupils for the purposes of such examinations and recording and reporting such assessments, and participating in arrangements for pupils' presentation for and supervision during such examinations <p>Curriculum Development:</p> <ul style="list-style-type: none"> • Advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements. • Take responsibility for specific National Curriculum subject(s). <p>Discipline, health and safety:</p> <ul style="list-style-type: none"> • Maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. <p>Staff meetings:</p> <ul style="list-style-type: none"> • Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements. <p>Communication</p>

- Communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils in your class.
- Communicate and co-operate with persons or bodies outside the school; and participate in meetings arranged for any of the purposes described above;

Management and Administration:

- Participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and
- Attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- Take such 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 school;

Cover:

- Supervise, and so far as is practicable teach any pupils, whose teacher is not available to teach them (you will not be required to provide such cover for more than 38 hours in any school year).
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General responsibilities

- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- Create and maintain positive and supportive relationships with staff, pupils, parents, business, community and other stakeholders.
- Be aware of the school's duty of care in relation to staff, pupils and visitors and comply with all health and safety policies at all times.
- Engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and School Improvement plans.
- Treat all information acquired through employment, both formally and informally, in strict confidence.
- Be aware of the school's responsibilities under the General Data Protection Regulations (GDPR) for the security, accuracy and relevance of personal data held and ensure all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection and report all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and School and promote its commitment to equal opportunities.

Agreed specific/additional areas of responsibility

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This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if an agreement is not possible management reserves the right to make changes to the job description following consultation.

Note: Every job description will be subject to a review either:

- On an annual basis at an appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of team/operational requirements.

It is the shared responsibility of the post holder and their manager to ensure the job description is kept up to date.

Signed: _____ (Postholder)

Signed: _____ (Line Manager)

Date: _____