



Lingey House Primary School

JOB DESCRIPTION

Name:

Post: **Class Teacher**

Duties and responsibilities

All teachers are subject to the conditions of Employment set out annually in the school Teachers' Pay and Conditions Document or those set out by schools not under local authority control e.g. Academies. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time, Guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.

Additionally, STPCD requires all teachers to be involved in:

- Advising and co-operating with the headteacher and other teachers on the preparation and development of course of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Taking any 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
- Co-ordinating or managing of other staff

All teachers have a responsibility to ensure that children attain the highest possible standards in all aspects of school life. Over and above the current pay and conditions agreement for a teacher the following responsibilities will apply:

Teaching or classroom management

A Teaching

1. To organise the classroom to provide an effective teaching environment
2. To plan long term and on a weekly basis with the parallel class teachers.
3. To organise the teaching day so that a broad and balanced curriculum is provided to all the children in the class.
4. To seek curriculum support from colleagues as needed.
5. To work with and take responsibility for the work of teaching assistants or other support workers for the class.
6. To differentiate activities to meet all children's needs.
7. To deliver the curriculum using a variety of teaching styles.
8. To encourage the children to become independent and self disciplined learners.



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9. To organise class assemblies enabling children to share their work with others.
10. To set a good working example to the children through preparation and time keeping.

B Assessment and Record Keeping

1. To maintain continuity and progression in all areas of the curriculum by using on-going teacher assessment and SATs where appropriate.
2. To up-date school curriculum and individual record sheets.
3. To teach the process of self-assessment to encourage pupils to think about their own progress.

C Resources

1. To provide quality resources that are appropriate to the children's ability and readily available.
2. To use ICT resources effectively to enhance teaching and learning.
3. To teach pupils to look after their resources, to replace them and to know how to use them properly.

D Liaison

1. To liaise with parallel class teachers about planning and organisation.
2. To liaise with colleagues throughout the school to ensure a whole school approach to all aspects of school life.
3. To establish a positive partnership with parents to develop the school as a caring environment.
4. To establish links with the community to enable children to learn from direct experience.

E Pastoral

1. To be directly responsible for the safety and welfare of members of the class and indirectly for all children within the school, during teaching times, at the beginning and end of each session and at playtimes on a rota basis
2. To take assemblies on a rota basis.
3. To share responsibility for disciplining children when necessary.
4. To identify children causing concern and those with specific needs and to inform the head teacher.
5. To liaise with the appropriate outside agencies about children with special needs or those causing concern.
6. To set a good example to the children in behaviour and attitude.



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F Professional Development

1. To take an active role in Continuing Professional Development to ensure that individual needs are identified and met.

Main Scale teachers will be asked to maintain an overview of teaching standards and ongoing improvement in specified subject(s) or areas.

Over time this might reasonably include:

1. Reviewing and developing of curriculum policy in the subject(s)
2. Monitoring and evaluating the quality of planning in the subjects(s) by other teachers
3. Observing teaching in the subjects(s) in order to evaluate strengths and areas for further development, or the impact of school improvement work
4. Evaluating relevant assessment information for individuals, groups or cohorts
5. Suggesting issues in the subject(s) for further development
6. Reviewing and co-ordinating the usage of resources in the subject(s)
7. Providing advice and supporting new staff in the subject(s)
8. Reporting on progress, achievement and standards in the subject(s) to staff, governors or parents
9. Arranging and promoting relevant subject activities to promote pupils' enthusiasm and interest.

Headteacher _____ Class Teacher _____

Date _____ Date _____

This job description will be supported by an Annual Job Plan which will list the key tasks, responsibilities and outcomes sought from the post holder in the school year. These will be derived from the School Improvement Plan and other school priorities.