

JOB DESCRIPTION

SCHOOL: St. John's CE Primary School



JOB DETAILS: Class Teacher Fixed Term Contract

Job Title: Class Teacher

Grade: Mainscale M1 – M6

Primary purpose of the job:

To be responsible for carrying out the professional duties set out in the Teachers' Pay and Conditions Document as directed by the Headteacher within the context of the job description set out below.

KEY AREAS:

- Teaching and pastoral care
- School routines
- Appointments, training and development
- School policies and curriculum development

MAIN DUTIES AND RESPONSIBILITIES/ACCOUNTABILITIES:

In relation to teaching and pastoral care:-

1. To participate in small team/key stage/whole school planning meetings as arranged within directed time. To complete detailed curriculum planning to be presented to the Headteacher regularly using the agreed school formats in line with the school's Curriculum Planning Policy.
2. To manage the organisation of the classroom, furniture, resources and displays.
3. To provide for individual and whole class needs including:-
 - personal and social development
 - learning programmes and work ethics
 - discipline measures

- to offer guidance and advice on educational and social matters

4. To ensure the continuity of planning work and providing feedback on it.

5. To make on-going assessments of academic and social development and keep notes of individual children's development in order that the children progress. To update their individual records in line with school policy.

6. To administer assessments as required as part of the school assessment policy.

7. To identify children with special educational needs, to be involved in the assessment of these needs along with the SENCO and to attend meetings with the co-ordinator and other agencies as required to support these children.

In relation to school routines:-

1. To participate in the development and review of school organisation, managing such activities as may be required. This does not apply to lunchtime supervision where there is an entitlement to a break.

2. To attend assemblies and prepare and lead class assemblies as required.

3. To attend and participate in meetings for parents as may be necessary from time to time.

4. To register the attendance of pupils and supervise pupils before, during and after school sessions as necessary.

5. To supervise within the agreed national guidelines, pupils whose teacher is not available to teach up to three working days.

In relation to appointment, training and development:-

1. To contribute to the selection for appointment and professional development of other teachers and non-teaching staff, being involved in induction programmes as requested.

2. To have a positive attitude towards staff development and to be involved in individual/key stage/whole staff training including staff meetings, INSET days, LA courses and personal reviews.

3. To support and utilise the role of curriculum co-ordinator within the classroom to jointly evaluate practice in line with the school's policies, and action planning support to aid further development.

4. To participate in any arrangements made in accordance with Education Regulations 1991 (Teacher Appraisal) for the appraisal of his/her performance and that of other teachers.

5. To participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of support staff.

In relation to school policies and curriculum development:-

- 1.** To work with the Headteacher and other members of staff to support, develop and implement the school's approach in the following areas:-
 - care of children - welfare and discipline, maintaining good order
 - care of the building - presentation and maintenance of the whole school environment
 - care of staff and other adults
 - care of the community - communicating and consulting with parents, near neighbours and visitors. Supporting the school's approach to parental and community involvement
- 2.** To work with the Headteacher and other members of staff in developing, implementing, managing and reviewing the curriculum.
- 3.** To have an up to date knowledge of a curriculum area and be responsible for the organisation of ordering and allocating of equipment and materials in this area.
- 4.** In the agreed curriculum area, in conjunction with the curriculum co-ordinator:-
 - to formulate and review policy statements
 - to organise and help lead workshops, INSET days, staff meetings and other meetings with staff, governors and parents
 - to co-ordinate and/or manage the work of other teachers
 - to develop assessment procedures

REVIEW ARRANGEMENTS:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised: February 2024

Prepared by: Sarah Rubin

Agreed by Postholder