

# Class Teacher Job Description



<b>Post title:</b>	Class teacher
<b>Pay range:</b>	Main Pay Scale
<b>Line manager:</b>	The Head teacher and local governing committee
<b>Responsibilities:</b>	To be decided

## Main purpose of the job

To provide leadership in the development and management of a curriculum area and to teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the head teacher.

This job description is to be performed in accordance with the attached provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

## Duties and responsibilities

### Relationships

- The postholder is responsible to the head teacher for their teaching duties and responsibilities and for teaching tasks.
- The postholder interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school, with particular reference to the subjects named above.
- The postholder may be responsible for the supervision of the work of classroom assistants relevant to their responsibilities.

### Class Teacher

The particular responsibilities attached to the post of class teacher are as follows:

- to teach, according to their educational needs, pupils assigned to them in the allocated class;
- to control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of classroom assistant(s) relevant to the allocated class;
- to maintain discipline in accordance with the rules and disciplinary systems of the school;
- to contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole; and
- to promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

### Key Tasks

The key tasks attaching to the post of class teacher are as follows:

- to monitor and report to parents on the progress of pupils in the allocated class;
- to assess pupils' achievements and progress in accordance with arrangements agreed within the school; and
- to mark class attendance registers.

### Subject Leader

The particular responsibilities attached to the Subject Leader roles identified above:

- to advise the head teacher and colleagues on the use of information technology with reference to the implementation of National Curriculum requirements and other activities and the broader relevance of the subjects to the curriculum and the school's aims and policies;

- to seek to ensure the effective use of the school's equipment, resources and facilities for the teaching of the named subjects.

### Key Tasks

The key tasks attached to the Subject Leader roles identified above:

- to monitor the implementation of the National Curriculum requirements and promote the subjects as a teaching and learning tool in the primary curriculum;
- to provide support to colleagues in the teaching of the subjects, co-ordinate, plan and lead in-service training relevant to this, and participate in meetings designed to integrate the work of the leader into the management of the school as a whole;
- to co-ordinate the requisition, storage, maintenance and deployment of resources and equipment needed for the teaching of the subjects in accordance with the school's policy;
- to assist the head teacher in the preparation of reports relating to the teaching of the subjects if these are requested by the local authority or the school's governing committee; and
- to contribute examples of relevant subject work to displays and make contributions relating to the use of the subjects to materials published about the school.

This job description is not your contract of employment, nor forms any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate

**Signature of Post holder** \_\_\_\_\_ **Date** / /

**Signature of Head teacher** \_\_\_\_\_ **Date** / /