



Teacher job description

Job description for Class teacher

This appointment is with the Governing Body of the school under the terms of the contract signed with the employer and is subject to the current School Teachers' Pay and Conditions Document, current employment legislation and the school's articles of governance. It should be read alongside the Teachers' Standards published by the DfE.

Areas of responsibility

- To teach in Key Stage One or Key Stage Two
- To co-ordinate a curriculum area as agreed with the headteacher (not applicable to ECT)

Job title

Class teacher

Responsible to:

- The Headteacher
- Key Stage Leader

Tasks and responsibilities as a class teacher

Teaching

1. To plan and deliver lessons with consideration of the National Curriculum and the school's policies on curriculum and teaching and learning
2. To teach the children according to their individual educational needs and requirements
3. To be responsible for the assessment, recording and reporting of pupils' attainments, achievements and progress within the class in accordance with the school's policies
4. To integrate the use of IT into classroom practice
5. To include all children, regardless of race, religion, background or ability

Other Activities

1. To ensure the welfare and safety of all pupils
2. To report on the personal and social needs of individual children as and when required
3. To communicate and consult with parents of pupils whenever necessary or required by the Headteacher
4. To communicate and co-operate with relevant persons or bodies outside the school concerning pupils
5. To attend and take part in staff meetings including any arranged jointly with other establishments
6. To organise (with a colleague if appropriate) a weekly after school club
7. To contribute positively to whole school initiatives, and work as part of a team
8. To manage the work of any support staff in the class room.

Appraisal and training

1. To take part in performance management as required under national regulations and the school's policy
2. To participate in any professional development agreed within performance management
3. To participate in any professional development organised by or through the school

Discipline, Health and Safety

1. To maintain good order and discipline among the pupils
2. To have regard for and maintain safe and healthy working conditions for the children when they are:
 - in school
 - taking part in authorised school activities elsewhere

Tasks and responsibilities as a subject co-ordinator (not applicable to ECT)

1. To manage the resources for a designated curriculum area, including overseeing the budget
2. To assist teachers with planning, assessment, recording and reporting when and where appropriate
3. To arrange INSET where necessary for teachers and/or teaching assistants
4. To liaise with appropriate outside bodies for the purpose of subject development
5. To monitor the standards of teaching and learning of the designated curriculum area, including the scrutiny of children's work and classroom observations when and where appropriate.
6. To keep up to date with the current national, school and local requirements.
7. To report to the head teacher and governors as required.