



Class Teacher Job Description

Name of Teacher:

Salary Scale: Main Scale

JOB PURPOSE

To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her principally, but not exclusively, by teaching in Early Years and undertaking other activities for, or relating to pupils.

DUTIES AND RESPONSIBILITIES

Planning and preparing work for pupils assigned to him/her.

To ensure that Teaching Assistants with whom they work are deployed effectively and carry out their duties in line with their job description (if this is not occurring it is the responsibility of the class teacher to report their concerns to the Head Teacher)

Teaching, according to their educational needs, the pupils assigned to him/her including the setting and marking of work carried out by those pupils; the number of lessons should not normally exceed that limit which has been agreed in the school.

Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to him/her.

Communicating and consulting, in accordance with LA guidelines, with the parents of the pupils he/she is assigned to teach.

Participating in meetings arranged for any of the purposes described above.

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils, including their personal and social needs.

Participating in any arrangements made in accordance with the statutory regulations for the management of his/her performance.

Reviewing from time to time his/her methods of teaching the curriculum.

Participating in arrangements for his/her further training and professional development as a teacher, including undertaking training and professional development which aim to meet needs identified in Performance Management objectives.

Taking all reasonable steps to maintain good order and discipline among pupils and safeguarding their health, safety and well being when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

To pass on concerns and information relating to Child Protection issues to the Designated Senior Person, or in their absence, the Deputy Designated Senior Person.

Participating, as appropriate, in meetings at the school which relate to the curriculum, administration or organisation of the school.

Participating in arrangements, as appropriate, for preparing pupils for statutory assessments, in assessing pupils for the purposes of such tests and recording and reporting such assessments.

To ensure that the register is marked punctually and kept up to date as required by the law and report persistent absences to the Head Teacher.

To deal with other requests for information about children in the class as required.

To contribute and assist, as required, to keep up to date the pupil records for each pupil in the class.

To contribute to references, reports to outside agencies and the like, in consultation with colleagues.

To implement the school policy on personal appearance, uniform and behaviour of the pupils.

To provide pastoral care through guidance and support to those pupils in their care.

To attend assemblies unless a dispensation has been granted.

LINE MANAGEMENT

Responsible to the Head Teacher.

CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time, also any local agreements, LA circulars and guidelines giving interpretations of teachers' conditions of service.

REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the Class Teacher but only after a full consultation with the post holder. It will be signed if agreement is reached.

COMPLAINTS

If, following review and amendment, agreement is not reached, appropriate procedures, as adopted by the governing body, should be used for the settling of disputes.

Job Description issued by:

(Signature of Head Teacher)

Copy received by:

(Signature of Teacher)

Date:
