



Folksworth C of E (VC) Primary School

JOB DESCRIPTION

POST: Class Teacher

POST HOLDER:

RESPONSIBLE TO: Head Teacher

MAIN RESPONSIBILITIES:

1. Teaching

- To plan and prepare courses of lessons, having regard to the curriculum of the school, which will develop the knowledge, understanding and skills of the pupils.
- To teach, according to their educational needs, the pupils assigned to you.
- To set and mark work carried out in school and elsewhere.

2. Other duties

- To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.
- To provide guidance and advice on educational and social matters.
- To make records and reports on the personal and social needs of pupils.
- To communicate and consult with parents.
- To communicate and co-operate with other relevant professionals.
- To keep an overview of the work done by Higher Level Teaching Assistants with any class or group of pupils assigned to you.
- To attend meetings and make records and reports for any of the purposes described above.

3. Assessment

- To assess, record and report on the development, progress and attainment of pupils in accordance with the policy of the school.
- To participate in the arrangements for preparing and assessing pupils for Standard Assessment Tests and Tasks, and, where necessary, administer and supervise the tests, and record and report on the assessments made.

4. Performance Management

- To participate in arrangements for the management of your own performance and that of others as laid out in the school's performance management policy.
- To keep under review your methods of teaching and programmes of work.
- To participate in continuing professional development.
- To advise and co-operate with colleagues on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

5. Discipline, health and safety

- To maintain good order and discipline among the pupils in line with the school behaviour policy and to create an atmosphere conducive to learning.
- To safe guard the health and safety of pupils both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere in accordance with the school's Child Protection and other relevant policies.

6. Contribution to the school community

- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- To work co-operatively with other members of the Key Stage team in which you are based and with the whole school team.
- To make an active contribution to the policies and aspirations of the school.
- To promote the school's ethos, aims and values.

7. Administration

- To participate in the administration and organisational tasks related to the above (NOT those tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgement).
- To manage or supervise anyone providing support to your class.

8. General Professional Duties

- To work collaboratively with your job share partner to ensure that the responsibilities laid out in this job description are carried out effectively and efficiently.
- To carry out particular duties as may be reasonably assigned to you by the head teacher.
- To contribute to the overall life and work of the school.