



Dr Triplett's C.E.

Dr Triplett's CE Primary School

JOB DESCRIPTION - CLASS TEACHER

Introduction:

This appointment is subject to the conditions of employment of Teachers contained in the current School Teachers' Pay and Conditions Document, the Education Act 1997 and the National Teachers' Standards 2012.

This Job Description may be amended at any time following discussion between the Head and member of staff, and will be reviewed annually.

1. General

The Classroom Teacher:

- a) is responsible to the Headteacher in all matters and to other leaders as specified on appointment or subsequent deployment.
- b) will always uphold and model the Christian ethos of the school, reflect the school's values of Love, Compassion and Respect and engage with the school's Collective and Classroom Worship.
- c) will always operate within the stated policies and practices of the school.
- d) will give every child the opportunity to reach their potential and meet high expectations.
- e) will interact on a professional level with colleagues and seek to establish and maintain productive relationships with them.
- f) may be responsible for one or more subject areas for which an additional job description is issued Teachers (except NQTs) .
- g) may take on any additional responsibilities which might from time to time be determined by the headteacher, for which an additional job description may be provided.

2. Professional Duties:

The following duties shall be deemed to be included in the professional duties which you may be required to perform:

Teaching

- planning and preparing courses and lessons.
- teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- assessing, recording and reporting on the development, progress and attainment of pupils in each case having regard to the curriculum and teaching and learning policy of the school.

Other activities

- promoting the general progress and well being of individual pupils and of any class or group of children assigned to you.
- providing guidance and advice to pupils on educational, personal and social matters; making relevant records and reports.
- communicating and consulting with the parents of pupils.
- communicating and co-operating with persons or bodies outside the school.
- liaise effectively with Governors.
- display and organisation of the area/s of the school for which you are responsible.
- participating in meetings arranged for any of the purposes described above.

Assessments and reports

- providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

Performance Management

- To participate in the performance management cycle as required in accordance with current school policy and government legislation.

Further training and development

- reviewing from time-to-time methods of teaching and programmes of work
- take responsibility for own professional development and duties in relation to school policies and practices.
- participate, as directed, in INSET to keep abreast of trends and developments in education especially those relevant to the duties and responsibilities of the post.

Behaviour management, health and safety

- Promoting high standards of behaviour and attitudes to work within the class specifically, and the school in general.
- Safeguarding pupils' health, safety and well-being, both when they are on the school premises and when engaged in authorised school activities elsewhere.

Staff meetings

- Participating in meetings at the school and sometimes off site which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Contributing to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.

Public examination and assessment

- Where relevant to the year group taught, participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations, recording and reporting such assessments, and participating in arrangements for pupils' presentation and supervision during such arrangements.

Administration

- participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for you in the school and the ordering and allocation of equipment and materials.
- registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

3. Working time

You are expected to be available for work for 195 days in any one year, of which 190 days shall be days on which you may be required to teach pupils in addition to carrying out other duties. Those 195 days will be specified by the Local Education Authority **or by the Headteacher.**

You are expected to be available to perform such duties at such times and at such places as may be specified by the Headteacher for 1265 hours in any one year, those hours to be allocated reasonably throughout those days in the year on which you are required to be available for work.

Time spent travelling to and from work shall not count against these 1265 hours.

You are expected, in addition to the 195 days and 1265 hours, to work such additional hours as may be necessary to enable you to effectively discharge your professional duties, including, in particular, the marking of work, attending staff meetings, the writing of reports, the preparation of lessons, teaching materials and teaching programmes. The amount of time required for this purpose will not be defined by your employer but shall depend upon the work needed to discharge your duties.

This job description was last discussed and agreed on:

Signed:

PM Line Manager

Signed:

Teacher