



## **JOB DESCRIPTION**

### **POST TITLE: Class Teacher**

In accordance with the school's policies and under the direction of the Headteacher:

#### **Teaching:**

To plan and prepare schemes of work and complete planning documentation.  
To teach, according to their educational needs, the pupils in your class, including the setting and marking of work to be carried out by the pupil in school and elsewhere;

To promote the intellectual, physical and personal abilities and aptitudes of the pupils in your class and provide guidance and advice to pupils on educational and relevant social matters.

To make records of and reports on the personal and social needs of pupils;

#### **Assessment Recording and Reporting:**

To assess, record and report on the development, progress and attainment of the pupils in your class.

To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

#### **Public Examinations**

To participate in arrangements for preparing pupils for public examinations, and assessing pupils for the purposes of such examinations and recording and reporting such assessments, and participating in arrangements for pupils' presentation for and supervision during such examinations

#### **Appraisal:**

To participate in arrangements for the appraisal of your own performance and that of other teachers.

#### **Further Training and Professional Development:**

To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher.

#### **Curriculum Development:**

To advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements.

To take responsibility for specific National Curriculum subject(s).

#### **Discipline, health and safety:**

To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

#### **Staff meetings:**

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.

#### **Communication**

To communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils in your class.

To communicate and co-operate with persons or bodies outside the school; and participate in meetings arranged for any of the purposes described above;

#### **Management and Administration:**

To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and

To attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.

To take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

#### **Cover:**

To supervise, and so far as is practicable teach any pupils, whose teacher is not available to teach them (you will not be required to provide such cover for more than 38 hours in any school year).

#### **Administration:**

To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils

To manage or supervise anyone providing support in your class

To order and monitor use of resources.

#### **General Professional Duties**

To carry out particular duties as may reasonably be assigned to you by the Headteacher, and to cover for the Headteacher in her absence.

To contribute to the overall life and work of the school.

**Woodston Primary School is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment.**

**This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.**