

Job Description – Class Teacher

General Provisions

- to carry out the duties of a class teacher as set out National Standards for Qualified Teachers and work in line with the current Teachers' Standard Pay and Conditions Document.
- to be responsible to the Headteacher, or in his/her absence, the Deputy Headteacher.
- to teach within the age range 4 – 11 years.

The particular duties assigned to posts are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes and or priorities identified within the school.

Class Teaching Responsibilities

- to demonstrate a secure knowledge and understanding of the subjects you teach and of the relevant aspects of the National Curriculum and other statutory requirements.
- to plan and set appropriate and demanding expectations for pupil learning, including SEN pupils in accordance with school policies and requirements of core and foundation subjects of the National Curriculum.
- to maintain good order and discipline among the children in your class and be responsible for their day to day pastoral care.
- to monitor, review and assess children's progress in accordance with national requirements and maintain pupil and class records in line with school policy.
- to use assessment and evaluation to inform teaching. This will include use of assessment to inform future learning and providing oral and written assessments related to individual pupils and groups of pupils.
- to provide effective management of other staff.
- to communicate and consult effectively with parents and other persons or bodies outside the school in line with school policies and procedures. This includes the preparation of annual reports to parents.
- to participate in staff, department and year group meetings which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements.
- to manage own performance and development, including setting a good example to children and critically evaluating own performance in classroom.
- to participate in the agreed policy and procedure for performance management.
- to be a member of various rotas to ensure fairness of tasks throughout the school.
- to be aware of child protection procedures and ensure that any concerns are passed to the coordinator or alternate coordinator as speedily as possible.

Subject Leader Responsibilities

- to have knowledge and understanding of the statutory requirements in your subject and the school's aims, priorities, targets and action plans in relation to this subject.
- to set expectations and targets for staff and pupils in relation to standards of pupil achievement and quality of teaching.
- to know how the children are achieving in your subject in line with national and benchmark achievements.
- to monitor and evaluate the subject in line with school policy.
- to scrutinise planning to ensure parity, continuity and progression across the school.
- to manage a budget and ensure the efficient and effective management and organisation of learning resources.
- to assist staff in the use of resources.
- to offer advice and support to all members of staff as appropriate.
- to consult regularly with other staff and the Leadership Team.
- be proactive in the development and teaching of the subject.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



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