

**St John's C of E First School**  
**Learning together, aiming high!**



**JOB DESCRIPTION: CLASS TEACHER**

**REPORTS TO: HEADTEACHER, DEPUTY HEADTEACHER, KEY STAGE LEADER & SUBJECT LEADERS**

**SALARY RANGE: TEACHERS' PAY SCALE**

**Job Purpose:**

- To teach a class, working constructively as a member of staff within the whole school team.
- To promote the ethos of the Church of England school within the context of our mission statement.
- To plan, teach, monitor, assess and evaluate the education programme for the children taught.
- To share in the corporate responsibility for the well-being and discipline of all pupils.
- ***Safeguarding is everyone's responsibility***

**Policy and Legal Framework**

- School Teachers' Pay and Conditions Document
- The national legislation of the National Curriculum
- School policies, schemes on the curriculum and school organisation
- LA policies, in particular those relating to curricular aims and principles and to the equality of opportunity.

**School Teachers' Professional Duties:**

**Teaching**

- To plan and prepare lessons and sequences of lessons using knowledge of school policies, schemes of work and national curriculum requirements.
- To teach according to the individual educational needs of the children in the class; i.e. plan differentiated work to meet the needs of individuals and groups providing progression and continuity.
- Work as a member of the team, planning co-operatively, sharing information, ideas and expertise.
- Consult and plan with learning support staff and outside agencies as appropriate.
- Liaise with the SENCO to ensure that the SEND Code of Practice is implemented fully.
- Organise and change the working environment appropriately for the range of activities taking place.
- Maintain a stimulating, informative environment displaying children's work appropriately.
- Teach pupils to take responsibility for resources and the environment.
- Maintain good order and discipline among the pupils and safeguarding their health and safety both when they are in school and when they are engaged in authorised school activities elsewhere.
- Work with all members of staff and parents to ensure that schools behaviour and discipline policy is implemented and to work at all times towards the happy, self-disciplined child.
- Use a variety of suitable teaching and learning styles.
- Communicate personal enthusiasm and stimulate and maintain interest in learning.

**Assessment, Recording, Reporting**

- Assess, record and report on the development, progress and attainment of pupils; using a variety of methods according to national curriculum requirements and school policies.
- Keep records of pupils' progress and report achievements in line with school policies and statutory requirements

- Promote the general progress and well-being of children in the class.
- Encourage children to strive for excellence in their work and behaviour.

### **Communication**

- Establish good relationships with parents to promote pupils' learning.
- Communicate and cooperate with persons or bodies outside the school and participate in meetings arranged for any of the purposes described above.
- Provide and/or contribute to oral and written assessments, reports and references relating to the individual pupils and groups of pupils; e.g. in the context of SEND.
- Attend and take a constructive part in Professional Development Meetings (PDMs) and INSET days.
- Note and respond to all messages left on staff emails, notice board or in staff pigeonholes
- Ensure that all accidents and behavioural incidents are properly recorded and reported.
- Set high standards of punctuality, to be in class or playground to greet pupils at the start of teaching sessions
- Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- 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

### **Professional Development**

- Participate in arrangements for appraisal of her/his performance
- Participate in arrangements for her/his further training and professional development as a teacher

### **Whole school Commitment**

- To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and collective worship, displays, open evenings and other activities as they occur in school.
- To support and assist in the development of the stated School and LA policies
- To undertake, with all other members of staff, general responsibilities concerned with the day-to-day running of the school. e.g. playground duties.
- To be supportive of the school's extra-curricular activities.
- To take an active part in the school's involvement with the wider community.
- To ensure the children's safety at all times.

### **Working time**

- A full-time teacher shall be available for work for 195 days in any given year of which a 190 days shall be days on which she/he may be required to teach pupils, in addition to carry out other duties. Subject to this, a full-time teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher for 1,265 hours in any academic year, excluding time spent in travelling to or from the place of work.
- A teacher shall not be required under his/her contract as a teacher to undertake midday supervision and shall be allowed a break of reasonable length between 12.15pm and 1.15pm.
- A teacher shall, in addition work such additional hours as may be needed to be enable her/him to discharge effectively her/his professional duties, including marking of pupils' work, writing reports on pupils and the preparation of lessons, teaching materials and teaching programmes. The amount of time for this purpose beyond their 1,265 hours shall not be determined by the employer but shall depend upon the work needed to discharge the teacher's functions.
- The teacher will be entitled to 10 per cent of the teaching sessions as PPA time.

Signed \_\_\_\_\_ (Teacher) Signed \_\_\_\_\_ (Headteacher)

Dated:

***This job description will be reviewed at least once per year and may be subject to amendment or modification at any time, in consultation with the postholder.***