

**Love** **Determination** **Responsibility** **Respect** **Kindness** **Friendship** **Honesty**



## **St Michael's C of E (Aided) Primary School**

### **Job Description For Classroom Teacher**

**Post:** Class Teacher

**Responsible to:** Head Teacher

### **Introduction**

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document, and any other subsequent legislation, will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher; and the Head Teacher, or other Senior Manager if appropriate, will be mindful of their duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

### **General Duties within the context of the classroom:**

You will be expected to carry out the following professional duties of a teacher:

1. Working within the stated aims and ethos of St Michael's C of E Primary School
2. Safeguarding and promoting the welfare of all children in the school
3. Within the context of the classroom:
  - Planning, preparing and delivering lessons giving balanced curriculum access for all children
  - Providing a stimulating learning environment
  - Establishing high levels of expectation, to include good standards of pupil behaviour and achievement within the class
  - Marking and evaluating children's work, providing effective feedback to promote sustained progress

- Assessing, monitoring and recording pupils' progress systematically and making reports as appropriate to the Head Teacher and co-ordinators, and keeping parents informed about their child's work and progress.
  - Promoting the health and safety of the class on the school premises and when they are engaged in authorised school activities elsewhere
  - Directing and supervising support staff assigned to the classroom
4. Contributing to the promotion, development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's ethos and vision.
  5. Working closely, cooperatively and supportively with all members of staff to ensure continuity of approach.
  6. Communicating, collaborating and meeting with parents, teachers, support staff, colleagues from other schools and other authorised professionals and agencies.
  7. Participating in arrangements for the appraisal and review of personal performance and, where appropriate, that of other teachers and support staff.
  8. Taking part in appropriate staff development in line with the school development plan and performance management objectives.
  9. Contributing to out of school activities e.g. parents' consultations, open evenings, school trips, etc. as may reasonably be expected by the Head Teacher.
  10. Taking part in extra curricular activities in support of the school community, e.g. after school clubs, plays, concerts, entertainment, sports fixtures.

### **Specific Responsibilities**

1. The teaching of pupils in a specified Key Stage 1 or 2 class.
2. Contributing to the review, development and management of an area of the Primary Curriculum TBA.

### **General Responsibilities**

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.