



**JOB DESCRIPTION**  
**POST TITLE: Class Teacher**

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

**Teaching:**

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.

To plan and prepare schemes of work and complete planning documentation.

To make records of and reports on the personal and social needs of pupils as and when necessary.

**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.

**Appraisal:**

To participate in arrangements for the appraisal of your own performance.

**Further Training and Professional Development:**

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

**Curriculum Development:**

To advise and co-operate with the Headteacher 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) as agreed between you and the Headteacher

**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.

**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

**General Professional Duties**

To carry out particular duties as may reasonably be assigned to you by the head teacher.

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