

Class Teacher Job Description
Directly Responsible to: Headteacher

Main Purpose of Job and Principal Accountabilities:

(1) Liaison and Co-operation

The teacher will work in liaison, contact and co-operation with:

- other members of staff
- members of Borough support and advisory services
- organisations and networks relevant to the teacher's specialism or subject
- parents, governors and the local community

(2) Policy and Legal Framework

The teacher will work within the framework of:

- National legislation, including Education Acts, and the School teachers Pay and Conditions Act
- school policies and guidelines on the curriculum and school organisation
- Borough policies in particular those relating to curricular aims and principles, and to race and gender equality

(3) Tasks and Duties

The Pay and Conditions Act lists the duties to be included in all Job Descriptions for teachers. The following statement is intended to incorporate all the duties itemised in Schedule 3 of the Act, and any subsequent statutory instruments made under the Act. The tasks and duties listed in section 3 (i-xii) below are required for all teachers. These may be reviewed at least once a year, usually in the Summer Term.

- (i) Planning**
To plan and prepare schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in one's class. To adapt provision to ensure inclusive teacher practice.
- (ii) Setting and supervising work by pupils**
To teach a class, or classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere.
- (iii) Marking and recording**
To assess pupils' work, offer feedback and record their development, progress and attainment.
- (iv) Discipline and relationships**
To maintain positive behaviour, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop professional relations conducive to optimum learning.
- (v) Communication with parents**
To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as difficulties or gaps in learning to be addressed.
- (vi) The Classroom**
To maintain an attractive and stimulating classroom environment, and to contribute to displays in the school as a whole.

- (vii) **Overall policy and review**
To take part in whole-school reviews of policy and aims, and in the revision formulation of guidelines.
- (viii) **Reports**
To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils.
- (ix) **Review**
To evaluate and review one's own teaching methods, materials and schemes of work, and to make changes as appropriate.
- (x) **Professional development**
To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews of one's work arranged by the Headteacher.
- (xi) **Corporate life**
To take part in the corporate life of the school by, for example, attending and leading assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions.
- (xii) **Equality policies**
To help ensure that subject-matter and learning resources reflect Borough and school policies on race and gender equality, and that the implications of these policies are borne in mind in relation to all the tasks and duties listed in (i) - (xii) above.

In addition, all school employees are required to:

- Be committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo a Child protection screening, including checks with past employers (2 successful references) and the Criminal Records Bureau. (An enhanced DBS check)
- To be alert to issues of child protection, ensuring that the welfare and safety of children attending the School/Nursery is promoted and safeguarded and to report any child protection concerns to the Headteacher (*Designated Safeguarding Lead*) using safeguarding policies procedures and practice.
- Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed
- Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.
- Have a full commitment to the Council's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Authority.
- Uphold and comply with the statutory provisions of the Health and Safety at Work Act and any other associated legislation or Council Policies and procedures.