



## **JOB DESCRIPTION: CLASS TEACHER**

**SALARY:** TMS/UPS

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### **JOB DETAILS**

**JOB TITLE** CLASS TEACHER

### **MAIN PURPOSE**

Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document

Meet the expectations set out in the Teachers' Standards

### **DUTIES AND RESPONSIBILITIES**

#### **General**

- Plan and teach well-structured lessons to assigned pupils, following the school's plans, curriculum and schemes of work
- Teaching, according to the educational needs of assigned pupils, including the setting and marking of work carried out by those pupils; the number of lessons should not normally exceed that limit which has been agreed in the school.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate use of assessment
- Communicating and consulting, in accordance with LEA guidelines and circulars, with the parents of assigned pupils
- Participating in meetings arranged for any of the purposes described above

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils, including their personal and social needs.
- Participating in the school's appraisal procedures
- Participating in arrangements for further training and professional development as a teacher as appropriate, including undertaking training and professional development, which aim to meet needs, identified in appraisal objectives or in appraisal statements.
- Taking all reasonable steps to maintain good order and discipline among pupils and safeguarding 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.
- Participating as appropriate in meetings at the school which relate to the curriculum, administration or organisation of the school.
- Participating in arrangements, as appropriate, for preparing pupils for public examinations, in assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.
- Subject to the provisions of the School Teachers' Pay and Conditions Document, the associated statutory guidance and the school's arrangements for cover, supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.
- Attending assemblies unless a dispensation has been granted, registering the attendance of pupils and supervising pupils in accordance with school policy, whether these duties are to be performed before, during or after school sessions.

### **SPECIFIC**

- To ensure that the register is marked punctually and kept up to date as required by the law. Communication from parents or guardians should account for all absence and any problems reported to the head teacher
- To deal with other returns and requests for information about children in the class as required.
- To contribute and assist as required keeping up to date the pupil records for each pupil in the form.

- To contribute to references, reports to outside agencies and the like, in consultation with colleagues.
- To implement the school policy on personal appearance, uniform and behaviour of the pupils.
- To help pupils with individual guidance as necessary.

### **PERSONAL AND PROFESSIONAL CONDUCT**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality
- Understand and within the statutory frameworks setting out their professional duties and responsibilities

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct

Please note that this is illustrative of the general nature and responsibility of the role. It is not a comprehensive list of all the tasks that the teacher will carry out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.

### **LINE MANAGEMENT - RESPONSIBILITY TO AND FOR**

Responsible to the Head Teacher

Responsible for the supervision of persons providing support in the classroom.

5.0 CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time any local agreements, LEA circulars and guidelines giving interpretations of teachers' conditions of service.

6.0 REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

7.0 COMPLAINTS

If, following review and amendment, agreement is not reached, the appropriate procedures as adopted by the governing body should be used for the settling of any disputes.

Job Description issued by  
after consultation

\_\_\_\_\_  
(Signature of Head Teacher)

Copy received by

\_\_\_\_\_  
(Signature of Teacher)

Date

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