

**SALARY SCALE:** MPS/UPS (as appropriate to service and progression)

**JOB TITLE:** Class teacher at Kings Heath Primary School

**1.0 JOB PURPOSE**

To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned them.

**2.0 DUTIES AND RESPONSIBILITIES**

**2.1 GENERAL**

- a) Planning and preparing work for pupils.
- b) Teaching, according to their educational needs, the pupils assigned to them including the setting and marking of work carried out by those pupils
- c) Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to them.
- d) Communicating and consulting with the parents of the pupils they are assigned to teach.
- e) Participating in meetings arranged for any of the purposes described above.
- f) 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.
- g) Participating in any arrangements made in accordance with the statutory regulations for the appraisal of their performance.
- h) Operating in a self-reflective manner, seeking advice where appropriate and supporting other colleagues where appropriate.
- i) Participating in arrangements for further training and professional development as appropriate, including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements.

- j) 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.
- k) Participating as appropriate in meetings at the school which relate to the curriculum, administration or organisation of the school.
- l) 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' entry for and supervision during such examinations.
- m) Responsible for promoting and safeguarding the welfare of children for whom they are responsible or comes into contact with.

## **2.2 SPECIFIC**

- n) To teach at Kings Heath Primary School
- o) To ensure that the register is marked punctually and kept up to date as required by the law. All absence should be accounted for by notes from parents or guardians and any problems reported to the Head Teacher.
- p) To deal with the other returns and requests for information about children in the form as required.
- q) To contribute and assist as required to keep up to date the pupil records for each pupil in the form.
- r) To contribute to references and reports to outside agencies in consultation with colleagues.
- s) To implement and adhere to school policies
- t) To help pupils with individual guidance as necessary.
- u) To attend assembly with the form unless a dispensation has been granted.

## **3.0 LINE MANAGEMENT – RESPONSIBILITY TO AND FOR**

**CLASS TEACHER  
JOB DESCRIPTION**

- (1) Responsible to the Head Teacher
- (2) Responsible for the supervision of persons providing support in the classroom.

**4.0 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, also any local agreements, LEA circulars and guidelines giving interpretations of teachers' conditions of service.

Job Description issued by  
after consultation

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(Signature of Head Teacher)

Copy received by

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(Signature of Teacher)

Date