LANGLEY MOOR PRIMARY SCHOOL

Post Title: Class Teacher

**Salary Scale: MPS - UPS**

**Responsibility: To teach a Y5 Class and to be responsible for specific areas of the school curriculum.**

**Responsible to: Deputy Headteacher/Headteacher**

The duties and responsibilities set out in this job description are to be carried out in accordance with the Education (School Teachers Pay and Conditions Document) Order 1987.

# General Duties

* The teacher shall carry out the professional duties of a school teacher under the reasonable direction of the headteacher.
* A teacher shall perform such particular duties as may be reasonably assigned to them.
* The teacher should maintain Teaching Standards and work towards the UPS standards supported by the schools Performance Management Procedures and the UPS process.
* Uphold and contribute to the ethos of the school through development of school aims, Policies, Guidelines and SIP.

# Professional Duties

* Plan and prepare programmes of study and lessons.
* Teach, according to the educational needs of the children assigned to them, including the setting, and marking of work, to be carried out by the child.
* Assess, record and report the development, progress and attainment of children.
* Promote the general progress and well-being of individual children and any class, or group of children, assigned to them.
* Provide guidance and advice to children on educational and social matters, further education and opportunities available to them and guide them to information and sources of more expert advice on specific questions, making relevant records and producing reports.
* Make records of, and report on, the social needs of the children.
* Communicate and consult with parents.
* Communicate and co-operate with external agencies.
* Participate in meetings arranged for colleagues, children, parents and Governors.
* Provide or contribute to oral and written assessments, reports and references relating to individual children or groups of children.
* Participate in any arrangements, within an agreed national framework, for the management of their performance, to include methods of teaching, reviewing of programmes of work and arrangements for further training and professional development as a teacher.
* Advise and co-operate with the head teacher, and other teachers, on the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
* Maintain good order and discipline among children. 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.
* 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.
* Supervise and, so far as is practicable, teach any child whose teacher is not available to teach them.
* Take such part, as may be required of them, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
* Participate in administration and organisational tasks related to such duties as described above, including the management or supervision of persons providing support for teachers in the school and the ordering and allocation of equipment and materials.
* Lead and attend assemblies, register the attendance of children and supervise children at break times (not including lunchtimes).

Unless otherwise indicated, no part of this job profile should be constructed as determining the amount of time spent on a particular duty or responsibility. All particular and professional duties and responsibilities shall be carried out in accordance with the school’s published policy on ‘directed time’ and with regard to the need to work such additional hours as may be required in order to discharge effectively a teachers professional duties.

This job profile will be the subject of review at least once in each academic year and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Headteacher:

Class Headteacher:

Date: