**TOFT HILL PRIMARY SCHOOL**

**Job description**

**POST TITLE:** Classroom teacher

**RESPONSIBLE TO:** Headteacher and Governors

**TEACHER:**

**General Duties**

* Carry out the professional duties of a class teacher, taking responsibility for the educational welfare of pupils in accordance with the requirements of Conditions and Employment of school teachers.
* Undertake any other duties under the reasonable direction of the Headteacher

**Key tasks of the post of teacher:**

**Teaching:**

* Planning and preparing schemes of work and lessons to ensure continuity and progression for Early Years pupils.
* Teaching, according to their educational needs, the pupils in your class, including the setting and monitoring of homework.
* Identify groups of pupils for targeted work.
* Assessing, recording and reporting on the development, progress and attainment of pupils.

**Other activities:**

* Promoting the general progress and wellbeing of pupils assigned to you.
* Making records of and reports on pupils.
* Communicating with and consulting parents.
* Communicating and co-operating with outside agencies.
* Participating in meetings arranged for the purposes described above.

**Assessments and reports:**

* Providing or contributing to oral written assessments, reports and references relating to individual pupils and groups of pupils.

**Performance Management:**

* Participating in arrangements for performance management

**Review, induction, further training and development:**

* Reviewing from time to time your methods of teaching and programmes of work.
* Participating in the arrangements for further training and professional development.

**Educational methods:**

* Advising and co-operating with the headteacher and other teachers on the preparation and development of courses of study, teaching materials and programmes, teaching styles and pastoral arrangements.

**Discipline, Health and Safety:**

* Maintaining good order and discipline among pupils, safeguarding their health and safety on the school premises and on school activities off site.

**Staff Meetings:**

* Participating in meetings which relate to the work of the school.