

**NEW SEAHAM ACADEMY**  
**JOB DESCRIPTION**

**Post Title:** Class Teacher  
**Salary** MPS

**Responsible to:** Headteacher

**Duties and Responsibilities**

The duties and responsibilities set out in this job description are to be carried out in accordance with the STPC as amended from time to time.  
Any reference to paragraphs is in relation to the School Teachers Pay and Conditions Document

**General Duties**

\* Subject to paragraph 43.6, 46.2, 46.3, and 63.2 of STPC Document 2005, a teacher employed as a teacher (other than a head teacher) in a school shall perform, in accordance with any directions which may reasonably be given to him by the head teacher from time to time, such particular duties as may reasonably be assigned to him.

**Cover:**

subject to paragraph 65.9.2, supervising and so far as practicable teaching any pupils whose teacher is not available to teach them;  
except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, no teacher shall be required to provide such cover for more than 38 hours in any school year;

**Professional Duties**

- \* Plan and prepare programmes of study and lessons
- \* Teach, according to their educational needs, the pupils assigned to her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- \* Assess, record and report the development progress and attainment of pupils.
- \* Promote the general progress and well being of individual pupils and of any class or group of pupils assigned to her.
- \* Provide guidance and advice to pupils on educational and social matters and on

their further education and careers, including information about sources of more expert advice on specific questions making relevant records and reports.

- \* Make records of and reports on the social needs of the pupils.
- \* Communicate and consult with the parents of pupils.
- \* Communicate and co-operate with persons or bodies outside school.
- \* Participate in meetings arranged for any of the persons described in 6,7,8,9 and 10.
- \* Provide or contribute to oral and written assessments, reports and references relating to individual pupils or groups of pupils.
- \* Participate in any arrangements within an agreed national framework of Performance Management.
- \* Review from time to time her methods of teaching and programmes of work.
- \* Participate in arrangements for her further training and professional development as a teacher.
- \* Advise and co-operate with the headteacher 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 the pupils. 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 pupils whose teacher is not available to teach them (note limitations- STPC).
- \* Take such part as may be required of her 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.

This does not require a teacher routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

- \* Attend and lead assemblies(at the request of the headteacher), registering the attendance of pupils and supervising pupils whether these duties are to be performed before, during or after the school sessions
- \* Any other duty or responsibility as may be reasonably directed from time to time by the Headteacher.

Unless otherwise directed, no part of this job profile should be construed 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. (STPC Document as amended from time to time)

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: .....

Teacher: .....

Date: .....