



## **Nettlesworth Primary School**

### **Job Description**

#### **Class Teacher**

##### **Duties:**

You are required to carry out the duties of a school teacher as set out in the current 'School Teachers' Pay and Conditions' Document.

##### **Core purpose:**

To provide and facilitate learning that enables individuals and groups of pupils to achieve high standards and make good progress; to share and support the corporate responsibility for the wellbeing, education and discipline of all pupils in the school.

##### **Professional Duties:-**

- Having regard to the requirements of the National Curriculum; the school's aims, objectives, schemes of work and policies of the Governing Body.
- Having the corporate responsibility for the wellbeing and discipline of all pupils.
- Performing, in accordance with any direction, which may reasonably be given to you by the Head Teacher from time to time, such particular duties as may be reasonably assigned to you.
- Subject to the immediate supervision and direction of the Head Teacher of the school.

##### **Key Tasks of the Post of Teacher**

##### **Planning, Teaching and Class Management**

- Planning and preparing lessons of a high standard to the pupils assigned to you. (This includes planning work for support staff).
- Teaching, according to the educational needs of the pupils assigned to you.
- Assessing, recording and reporting on the development, progress and attainment of pupils according to agreed school policies.
- To ensure that the individual needs of pupils are met through differentiated work, allowing for the highest standards to be achieved by all.
- Maintaining good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and on school activities elsewhere
- Promoting the general progress and wellbeing of the pupils assigned to you.

##### **Monitoring, Assessment, Recording and Reporting:**

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Regularly update individual children's learning journals using a variety of evidence including observations, children's work and other anecdotal evidence which supports assessment towards Early Learning Goals
- To use assessments to inform future planning and set targets that promote continuity and progression.
- Making records and reports on pupils.
- Communicating and consulting with parents in a professional and friendly manner allowing them to feel a part of and have access to details of their child's school life and achievements.
- Communicating and co-operating with outside agencies.
- Participating in meetings arranged for any of the purposes described above.

##### **Performance Management and Professional Development:**



- Participating in arrangements within an agreed framework for the appraisal of your performance and that of other staff.
- Reviewing from time to time your methods of teaching and programmes of work
- Participating in arrangements for your further training and professional development to meet needs identified in appraisal objectives or in appraisal statements.
- Participating in meetings which relate to the curriculum for the school, the administration or organisation of the school, including pastoral arrangements.

#### **Management:**

- Taking part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

#### **Administration:**

- Participating in administrative and organisational tasks related to such duties as described above, including the direction or supervision of support staff\*.
- Attending assemblies and leading at the discretion of the Head Teacher.
- Registering the attendance of pupils and supervising pupils.

\*This paragraph 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 judgement.

#### **Working time:**

- A teacher employed full-time, shall be available for work for 195 days in any school year, of which 190 days shall be days on which you will be required to teach pupils, in addition to carrying out other duties. The 195 days shall be specified by the employer or, if the employer so directs, by the Head Teacher.
- A teacher shall perform such duties for 1,265 hours in any school year, those hours to be allocated reasonably, throughout those days in the school year on which the teacher is required to be available for work.
- A full-time teacher will receive 10% of teaching time as PPA time per week. A newly qualified teacher will receive an additional 10% non-contact time in order to facilitate professional development in line with NQT induction guidelines.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees. All employees have a responsibility of care of their own and others' health and safety.

Unless otherwise indicated, 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 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.

The above lists are not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

This job profile will be the subject of regular review 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.