

## NORTHUMBERLAND COUNTY COUNCIL



ROCKETING TO SUCCESS!

### WYLAM FIRST SCHOOL

#### JOB DESCRIPTION

**Job Title:** Class Teacher

**Responsible to:** Headteacher

**Job Purpose:**

To carry out duties in accordance with the provision of the current School Teachers' Pay and Conditions Document and within the range of duties set out in that document. The post-holder is also required to work towards the achievement of the agreed aims of the school.

**Duties and Responsibilities**

- Meet the standards expected as described in the current STPCD.
- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordination outcomes.
- Promote the health, safety and well-being of pupils.
- Maintain good order and discipline among pupils.
- Direct and supervise support staff assigned, where appropriate, other teachers, contributing to the recruitment, selection, appointment and professional development of other teachers and support staff if required.
- Effectively deploy and manage school resources.
- Participate in arrangements for the appraisal and review of own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
- Communicate with pupils, parents and carers as required.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

- Play a full part in the life of the school, promoting the school positively within the local community and beyond
- Undertake other duties and responsibilities as required commensurate with the grade of the post.

Wylam First School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Wylam First School will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition.

The duties in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. The above may also include any duties that the Headteacher may reasonably ask of the post-holder including undertaking aspects of the professional duties of the Principal, as required. Duties may be modified by the Headteacher with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Wylam First School Pay Policy**

Salaries are not automatically portable between schools/settings, however the appointment panel will take the teacher's current salary into account when deciding the starting salary to be offered. A teacher who has already passed the 'threshold' in another school or setting will be appointed to the upper pay range, unless otherwise agreed in writing with a prospective candidate and the school.