 **Tanfield Lea Community Primary School**

**Job Description** – Class Teacher

Responsibility to: Head Teacher and Governing Body

**General Duties**

You are required to carry out the professional duties of a School Teacher, taking responsibility for the educational welfare of pupils aged 3 – 11 in accordance with the requirements of Conditions and Employment of School Teachers. These may be summarised as:

* 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 directions which may reasonably be given to you by the head teacher from time to time, such particular duties as may reasonably be assigned to you.

**Key Tasks of the Post of Class Teacher**

**Teaching:**

* Planning and preparing lessons
* Teaching, according to their educational needs, the pupils assigned to you
* Assessing, recording and reporting on the development, progress and attainment of pupil, together with target setting

**Other activities:**

* Promoting the continuing progress and wellbeing of the pupils assigned to you
* Making records of and reports on all pupils in a variety of formats
* Communicating and consulting with parents
* Communicating and co-operating with outside agencies
* Be a subject leader
* Participating in meetings arranged for any of the purposes described above

**Assessments and Reports:**

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

**Appraisal:**

* Participating in arrangements within an agreed framework for the appraisal of your performance and that of other staff

**Review, Induction, Further Training and Development:**

* Continually reviewing your methods of teaching and programmes of work
* Pro-actively identify areas for your further training and professional development to meet needs identified in appraisal objectives or in appraisal statements

**Educational Methods:**

* Co-operating with the Head Teacher and other staff on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

**Discipline, Health and Safety:**

* Promoting good order and discipline among pupils and adults, and safeguarding their health and safety both when they are authorised to be on school premises, and on school activities elsewhere.

**Staff Meetings:**

* Participating in meetings which relate to the curriculum for the school, the administration or organisation of the school, including pastoral arrangements

**Cover:**

* Supervising and, so far as is practical, teaching any pupils whose teacher is not available to teach them.

**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 and leading assemblies
* 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 non-contact or PPA time per week. A Newly Qualified Teacher will receive an additional 10% of teaching time as non-contact time to support their development.

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 for their own and others’ health and safety.