**Pittington Primary School**



**Job Description for a Class Teacher**

**Post Title:** Class Teacher

**Responsibility:** To teach a designated class within Early Years, Key Stage 1 or Key Stage 2. To assist the Senior Leadership team with the strategic management of children with Special Educational Needs across the school across the school.

The duties and responsibilities set out in this job description are to be carried out in accordance with the School Pay Policy.

**General Duties:**

* The teacher shall carry out the professional duties of a school teacher under the reasonable direction of the head teacher
* The teacher shall perform such duties as may be reasonably assigned to him/her by the head teacher

**Professional Duties:**

Classroom teaching

* Plan and prepare programmes of study and lessons following school guidelines and policy statements
* Teach, according to the educational needs, the pupils assigned to them including the setting and marking of work to be carried out by the pupils in school and elsewhere
* Assess, record and report the development, progress and attainment of pupils

Pastoral Care

* Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to them
* Maintain good order and discipline among the pupils and safeguard their health and safety when they are authorised to be on school premises and when engaged in authorised school activities elsewhere. This should be done in accordance with the school’s behaviour policy
* Make records and reports on the social needs of the pupils
* Provide appropriate guidance and advice to pupils on educational and social matters
* Communicate and consult with parents/carers of pupils
* Communicate and consult with persons or bodies outside the school
* Provide and contribute to oral and written assessments, reports and references relating to individual pupils or groups of pupils

Team Membership

* Assist the head teacher when advising other teachers on the preparation and development of programmes of study, teaching materials, methods of teaching and assessment, including pastoral arrangements
* Participate in meetings which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
* Take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

School Identity

* To promote a positive image of the school to all stakeholders and visitors

Personal/Career Development

* Review from time to time methods of teaching and learning and programmes of work
* Participate in arrangements for further training and professional development as a teacher. This would include identifying training needs.
* Participate in any arrangements within an agreed national framework for the appraisal of performance and that of other teachers

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 the regard to the need to work such additional hours as may be required in order to discharge effectively teachers professional duties.

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 result of such a review or at any time after consultation with the teacher concerned.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Teacher

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Teacher

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_