

**JOB DESCRIPTION**

**CLASS TEACHER**

**Neville’s Cross Primary School & Nursery**

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

As a class teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document 2013, and as may be amended by subsequent Documents, and to act in accordance with the school’s ethos, policies and practices, under the direction of the Headteacher.

Teachers will be required to undertake the following duties –

**Teaching**

* Plan and teach lessons and sequences of 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 (where applicable)

**Whole school organisation, strategy and development**

* 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-ordinated outcomes.
* Should the need arise, supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

**Health, safety and discipline**

* Promote the safety and well-being of pupils.
* Maintain good order and discipline among pupils.

**Management of staff and resources**

* Direct and supervise support staff assigned to them and, where appropriate, other teachers.
* Have an opportunity to contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
* Deploy resources delegated to them.

**Professional development**

* Participate in arrangements for the appraisal and review of their own performance.
* Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

**Communication and Working with colleagues and other relevant professionals**

* Communicate with pupils, parents and carers.
* Collaborate and work with colleagues and other relevant professionals within and beyond the school.

**Subject/Area Specific Responsibilities**

* To be responsible for developing your curriculum subject(s)/area(s) throughout the school.
* To be responsible for monitoring and evaluating teaching and learning of your subject(s)/area(s) throughout the school.
* To demonstrate and model excellent teaching and learning, particularly in your subject/area.
* To be responsible for ensuring the quality of formative and summative assessment.
* To monitor your subject(s)/area(s) and set effective targets to raise achievement.
* To keep up to date with recent developments in education with particular reference to your subject(s)/area(s).
* To provide training for all members of the school staff as appropriate.
* To initiate strategies for involving parents in their children’s learning with specific focus on your subject(s)/area(s).
* To work with staff in selecting and ordering appropriate books, materials and equipment within an agreed budget.

**Upper Pay Range Accountabilities**

* You are highly competent in all elements of the relevant Teacher Standards; and
* Your achievements and contribution to the school are substantial and sustained.

Specific details of any allocated curriculum and/or pupil development leadership responsibilities should be recorded below and reviewed annually by the appraiser.

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| Specific Additional Responsibilities |
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