# Durham County Council logo**Job Description**

| **Post title** | **Class Teacher** |
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| **Job Evaluation** | No |
| **Grade** | Grade M1 – M6 £30,000 - £41,333 |
| **Service** | Schools |
| **Service area** | Tanfield Lea Primary School |
| **Reporting to** | The postholder will be accountable to Head Teacher |
| **Location** | Your normal place of work will be Tanfield Lea Primary School, Tanfield Lea, Stanley, DH9 9LU |
| **Disclosure and Barring Service (DBS)** | This post **is subject to an Enhanced Disclosure** |

## **Description of role**

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.

## **Duties and Responsibilities**

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

**Teaching:**

* Planning and preparing lessons.
* Teaching, according to their educational needs, the pupils assigned to you.
* Giving pupils feedback, both verbally and through marking, to move their learning on.
* 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. (An Early Career Teacher in their second year will receive an additional 10% of teaching time as non-contact time every other week 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.

## **Organisational Responsibilities**

### **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

### **Smarter working, transformation, and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

### **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

### **Health, Safety and Wellbeing**

To take responsibility for health, safety, and wellbeing in accordance with the council’s Health and Safety policy and procedures.

### **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

### **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

### **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

### **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

### **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

### **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

### **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.