



## LORD DERAMORE'S PRIMARY SCHOOL

### JOB DESCRIPTION 2017

**POST:** CLASS TEACHER

**NAME:**

**LINE MANAGER:**

Duties of a class teacher include:

#### **Knowledge and Understanding**

Have the necessary understanding of each subject taught.

#### **Teaching and Assessment**

Be responsible for the full range of the curriculum for the whole class.

Meet the needs of each child according to:

- the National Curriculum
- the School Improvement Plan
- the Agreed Syllabus for R.E
- any other curriculum papers which may be adopted by the school
- the principles of inclusion

Ensure that programmes of work are effectively planned, implemented, recorded and evaluated with school policies.

Understand and take account of children's preferred learning styles.

#### **Pupil Progress**

Assess, record and report on the development, progress and attainment of pupils, according to the principles of Assessment for Learning.

Organise materials and resources within the classroom so that ready access is available for all the children.

Create a stimulating learning environment.

Have pastoral responsibility for each child in the class; this involves knowing each child and developing a trusting relationship, both with the child and his or her parent(s)/carer(s).

Liaise with agencies responsible for pupil welfare.

### **Wider Professional Effectiveness**

Take part in staff discussions to support continuity, progression and consistency within the whole school curriculum.

Liaise with other adults in the classroom where appropriate and plan and supervise their work.

Liaise with a teaching assistant where appropriate and plan and supervise his/her work.

Take part in routines such as playground supervision and assemblies.

Ensure ongoing professional development by taking part in professional development arranged within the school or cluster group and through discussion, reading and personal reflection.

Maintain and keep a personal professional portfolio up-to-date.

Take part in the annual Appraisal cycle.

### **Professional Characteristics**

Share a more general pastoral responsibility with colleagues for all the children in school.

Maintain good order and discipline in accordance with the school's Behaviour Policy.

Ensure Health and Safety procedures are upheld when on school property or on authorised school activities offsite.

### **Other Responsibilities**

Undertake other activities considered necessary to fulfil the responsibilities of the post.

Undertake such duties as may reasonably be directed by the Head teacher to enable him/her to discharge his/her professional duties effectively.

These duties are in accordance with the current School Teachers' Pay and Conditions.

**In addition, the post holder leads one or more subjects, as follows:**

**SUBJECT LEADER FOR:**

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**Knowledge and Understanding**

To have comprehensive understanding of our creative curriculum, the National Curriculum, and the part they play in ensuring the best possible outcomes for children.

**Planning and Setting Expectations**

To know the part your Subject plays in whole school development.  
To review and evaluate the action plan annually.  
To review and update the policy, in consultation with staff, when the policy is due for review.  
To maintain the subject leader's file.

**Teaching and Managing Pupil Learning**

To plan for progression throughout the school.

**Assessment and Evaluation, Pupil Achievement**

To undertake analysis and take account of available data, where appropriate.  
To monitor annually and feedback to the staff and the Headteacher.

**Relationships**

To liaise with other agencies, where appropriate.  
To work collaboratively with the Headteacher and leadership team.

**Managing Own Professional Development**

To review new publications and equipment or resources.  
To undertake training as appropriate, including curriculum support groups.  
To keep informed of recent developments.

**Managing and Developing Staff and Other Adults**

To organise and deliver training to staff as required. This will be of a practical nature.  
To be prepared to lead discussion and development with staff.

**Managing Resources**

To ensure all members of staff are aware of the resources available to them.  
To audit, review and order new equipment as required.

To advise staff on the use of resources.

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**This job description is reviewed annually.**

**SALARY:**

**Signed** ..... (POSTHOLDER)      **Date**.....

**Signed** ..... (LINE MANAGER)      **Date**.....