



Teacher Job Description

Post title:	Class Teacher
School:	Colmers Farm Primary School
Salary range:	NQT/MS /UPS
Line manager:	Head Teacher
Supervisory responsibilities:	none

Job Purpose

- To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of the school.
- Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the head teacher of the school.

Duties and Responsibilities

- in consultation with the Head Teacher, to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the School Development Plan.
- in accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning
- assess, record and report on the development, progress and attainment of the students assigned to him or her within the school guidelines
- manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook
- provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational and social matters
- implement the school policy with regard to registration, student absence, dress code and enforce school rules relating to behaviour and health and safety
- participate in full staff and departmental meetings and to contribute to school decision making and consultation procedures
- be involved in the school Performance Management process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the school's goals and School Development Plan
- establish individual active links with industry and business in order to extend both student learning and own professional development

Additional Specific Responsibilities

- to be a class teacher to an assigned class if required, and to carry out related duties in accordance with the general job description of tutor

General Duties

- to carry out a share of supervisory duties in accordance with published timetables
- to participate in appropriate meetings with colleagues and parents relative to the above duties

Resources

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, E-mail)
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Support Teaching Assistants with day to day issues
- Ensure effective communication with all colleagues (teaching and support staff)

General

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism, through your attitude, demeanour and approach (ADA), and dress in accordance with the schools staff dress code.
- Attendance at appropriate staff meetings and parents evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Signature of post holder

_____ **Date** / /

Signature of Headteacher

_____ **Date** / /