

SEEND Church of England PRIMARY SCHOOL

JOB DESCRIPTION

Class Teacher

INTRODUCTION

This document should be read in conjunction with School Teachers' Pay and Conditions Document, 2001, Regulations of the Local Education Authority, Articles of Government and other relevant legislation.

A copy of the latest Schoolteachers' Pay and Conditions Document, the Articles of Government and Local Education Authority Regulations (incorporated in the Administrative Manual) are available at the school.

Members of staff should at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives.

JOB PURPOSE

To ensure the effective education of pupils in accordance with the school's policies and schemes of work.

To develop exceptional classroom practice appropriate to the needs of children in the class.

To be responsible for following the school's safeguarding procedures and to be responsible for the welfare of the children at the school.

To participate in the general organisation and running of the school and in activities such as the daily act of worship and supervision during breaks.

KEY TASKS

To prepare for, provide and review class based activities which are suitably differentiated for all children within the class.

To record and evaluate activities in accordance with school policy.

To deliver an appropriate curriculum in accordance with school policies and schemes of work.

To maximise the potential of each pupil in all areas of his/her development, having high expectations of each child's academic achievement and behaviour.

To maintain effective records of the progress of both the class and of individual children.

To effectively prepare the children for any statutory assessments.

To develop and maintain a harmonious home/school partnership and to consult and inform parents regarding progress, attainment and attitude.

To contribute to the pastoral work within the school.

To support the Christian ethos within the school.

ADDITIONAL KEY TASKS

To be responsible to the Headteacher for the co-ordination of the agreed curriculum areas, throughout the school, and to be responsible for the implementation and evaluation of these areas. To formulate and monitor the policies and schemes of work for this area and to control, evaluate and requisition resources in this area; liaise with other staff and to promote parental involvement, interest and understanding in these curriculum areas.

NOTES

1. This document does not direct the particular amount of time to be spent on carrying out the tasks and responsibilities and no part of it may be so construed. In allocating time to the performance of tasks and responsibilities, the postholder must use Directed Time in accordance with the school's policy and have regard to the relevant paragraphs in the latest School Teachers' Pay and Conditions Document.
2. This document is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the postholder.