

# St Thomas' CE Primary School

## Job Description for a Class Teacher

To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions document.

### 1. Promote the Christian Ethos and School Aims

- To promote the Christian ethos of the school.
- To ensure that the ethos reflects the agreed aims, principles of learning and our policy on equal opportunities and thereby promote the general progress and well-being of each child.
- To maintain good order and discipline among the pupils and safeguard their health & safety both on school premises and on authorised school activities elsewhere.
- To foster good relationships with staff, children, parents, governors and the local community.
- To have high expectations of yourself and of the children.

### 2. Teaching Responsibilities

- To teach the pupils assigned to you, according to their educational needs. This will be done in accordance with the school and LA & Diocesan policies and the requirements of the National Curriculum or EYFS curriculum
- To plan programmes of work at appropriate levels to match the abilities of the children.
- To plan and prepare lessons.
- To assess, record and report on the development, progress and attainment of pupils
- To provide a stimulating environment.
- To ensure that classrooms are tidy, well organised and maintained in order to promote high standards and achievement, and to give time to this each week.
- To ensure that equipment and supplies are carefully used, stored and maintained on a daily basis, and that resources are carefully labelled and have their own place.
- To liaise with parents, support staff and outside agencies regarding the education of children for who you are responsible and to participate in meetings with them as required.
- To leave clear instructions and prepared work for supply cover when absent.
- To review from time to time own methods of teaching and programmes of work.

### 3. General Responsibilities

- To be aware of school policies and to implement them.
- To undertake playtime duties as directed.
- To register attendance of pupils.
- To follow the health and safety and safeguarding policies of the school.
- To undertake any other duties which the Head teacher reasonably directs within the 1265 hours per year.
- To cover for absent colleagues.
- To leave clear instructions for wet play times and have necessary resources to hand.
- To ensure that all children are led in an orderly and safe manner in any movement about the school, or on visits.

### 4. Professional Development

- To undertake further training and professional development in order to develop your skills as a teacher (and where appropriate, curriculum leader).
- To attend INSET days.
- To participate in morning meetings, staff meetings, key stage meetings and working party meetings.
- To participate in arrangements within an agreed framework for performance management.
- To contribute as appropriate towards the professional development of other teachers and non-teaching staff, including the induction of new teachers, student teachers etc.

## 5. Curriculum Area

(to be undertaken by all teachers apart from those in their NQT year)

- To be responsible for an area of the curriculum including:
  - advising colleagues
  - attending leaders meetings
- To carry out an annual audit of needs and draw up a spending plan for your curriculum area and to carry out purchasing in line with the school's ordering procedures.
- To implement the action plan for your own curriculum area

Additionally when the curriculum area is high focus in accordance with the school improvement plan to promote quality teaching and learning in your curriculum area through:

1. Developing a clear vision
2. Improving planning and assessment
3. Delivering INSET/workshops
4. Monitoring and evaluating attainment, progression and breadth of study
5. Keeping parents and Governors informed
6. Supporting teachers in curriculum delivery
7. Improving resourcing for your curriculum area, including books, equipment and software

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