



## **Herne View Church of England Primary School**

### **Job Description: Class Teacher**

The post-holder:

- is responsible to the Headteacher for his/her teaching duties and responsibilities and for teaching tasks and, if relevant, responsible for the supervision of the work of a Learning Support Assistant.
- interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school.

### **Main Purpose of Job**

To undertake the teaching of general subjects to a class and pastoral and administrative duties in respect of pupils in this class as well as responsibilities in the school as agreed with the Headteacher.

### **Main Responsibilities and Duties**

#### **1. Support for the School:**

- 1.1. is aware of and complies with the procedures and legislation relating to child protection and safeguarding;
- 1.2. is aware of Health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- 1.3. is aware of and supports difference and ensure all pupils have equal access to opportunities to learn and develop;
- 1.4. Contributes to the overall ethos/work/aims of the school;

#### **2. Key Tasks**

- 2.1. To teach general subjects as agreed with the Headteacher to a class, to participate in the development of schemes of work, materials and syllabuses for such subjects and to attend meetings on such matters as necessary.
- 2.2. To control and oversee the use and storage of books, stationery and other teaching materials, ensuring that any Health and Safety Regulations are observed.
- 2.3. To carry out the duties of a class teacher in respect of pupils to include:
  - a) The maintenance of discipline and acceptable standards of conduct and appearance of pupils, within the context of the school's ethos;
  - b) the establishment of a rapport with pupils to develop their social and academic potential and to be a main source of reference for their problems;
  - c) the marking of registers, ensuring absences and lateness are accounted for and taking appropriate action where they are not;
  - d) the compilation of reports and profiles on pupils as required;

- e) the undertaking of any other administrative duties in respect of his/her class as required by the Headteacher;
- f) the setting and marking of homework for pupils where appropriate, playing a part in assemblies, escorting the class to assemblies and attending staff meetings as required.

2.4. To supervise the work of the school assistant appropriate to his/her class.

2.5. To carry out supervision of pupils as detailed by the Headteacher.

2.6. To participate as required in meetings with colleagues and parents in respect of the duties and responsibilities of the post.

2.7. To keep abreast of trends and developments in education especially those relevant to the duties and responsibilities of the post.

2.8. To take a shared leadership role in the co-ordination and teaching of a subject throughout the school (including the implementation and evaluation of the national curriculum in this subject) and to develop, evaluate and update the appropriate curriculum policy document for the school.

- a) To provide leadership, expertise, advice and assistance for members of staff with regard to their particular subject.
- b) To develop and implement appropriate record keeping in this curriculum area and to ensure that the policy provides continuity and development through the school for the individual child.
- c) To identify and inform the Head of resource needs and to maintain existing resources.
- d) To be conversant with current thinking and developments in the teaching of the agreed curriculum area as appropriate to the age group.
- e) To be aware of and identify any INSET needs making use of the expertise available inside the school, within the LA and elsewhere.
- f) To liaise with other schools, particularly Swanmead, regarding this subject and pupil progress.
- g) To liaise with governors as appropriate.

2.9. The duties and responsibilities of the post are subject to those detailed in the Statement and Conditions of Employment and will count as directed time as detailed in such statement and as defined by the Headteacher.

This job description, which does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post-holder.

**It is agreed that this job description is a fair and accurate statement of the requirements of the job.**

**Job Holder:**..... **Date:**.....

**Reviewer:** ..... **Date:**.....

**Headteacher:** ..... **Date:**.....