CLASS TEACHER JOB DESCRIPTION

School: Heath Primary

Title: Class Teacher

Responsible to: Head Teacher and Phase Leader

Responsibilities: Teachers shall perform in accordance with any direction reasonably given from time to time by the authority of the Head Teacher, such particular duties as may reasonably be assigned.

Additional Requirements:

Teaching
- Plan and prepare lessons and courses.
- Teaching pupils assigned to your class according to their educational needs, including the setting and marking of work to be carried out at school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.

Other Activities
- Promoting the general progress and well being of pupils and classes assigned to you.
- Providing guidance and advice on educational and social matters.
- Making relevant records and reports.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with people or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

Assessments and reports
- Providing and contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Performance Management and Professional Development
- Participating in Performance Management Review, induction, further training and development.
- Reviewing, from time to time your methods of teaching and programmes of work.
- Participating in further training and professional development as a teacher, including development towards objectives, identified in Performance Management.
- Participate, where appropriate, in induction arrangements.

Educational Methods
- Advising and co-operating with colleagues on the preparation and development of study programmes, teaching materials, methods and assessment and pastoral arrangements.
**Discipline, Health and Safety**
- Maintaining good order and discipline among pupils by implementing positive behaviour management.
- Promoting the Health and Safety of pupils.

**Staff Meetings**
- Participate in meetings relating to the curriculum and organisation of the school.

**External Assessment**
- Preparing pupils for external assessments, assessing them for such assessments and recording and reporting these.

**Management**
- Contributing to the professional development of other teachers and support staff, including Performance Management of Support Staff.
- Co-Ordinating and managing the work of other staff, e.g. support staff.

**Administration**
- Participating in administration and organisational tasks relating to the duties above.
- Attending assemblies, registering pupils and supervising them before, during and after school sessions.