



Alexandra primary School: Class Teacher Job Description

Post: Class teacher

Line Manager: Headteacher

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document relevant to a Class Teacher. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Title and grade of post

Pay Scale for Classroom Teachers

Purpose of the Post

To take responsibility for the education and welfare of a designated class of pupils having due regard to the requirements of the National Curriculum and school policies

Relationships

The postholder is responsible to the headteacher or named line manager for his/her teaching duties and responsibilities.

The postholder is responsible for the supervision of the work of classroom assistants during the times they are allocated to his/her classes.

Particular Responsibilities

The particular responsibilities attaching to the post of class teacher are as follows:

1. to teach, according to their educational needs, pupils assigned to him/her;
2. to promote a positive, conducive and safe learning environment encouraging high standards in punctuality, quality and presentation of work and relationships
3. to control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of classroom assistant(s) when they are allocated to the teacher's class;
4. to maintain discipline in accordance with the rules and pupil behaviour policy of the school;
5. to contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole; and

6. to promote equal responsibilities within the school and to work in accordance with the school's equal opportunities policy.

Key Tasks

The key tasks related to this post are as follows

Teaching and learning

1. Carry out teaching duties to meet objectives specified in the school's schemes of work and National Curriculum
2. To assess, record and report on the attendance, progress, development and attainment of assigned pupils as defined by school policy
3. To provide a high quality learning experience for pupils

Assessing and reporting

1. Mark and return work in accordance with school policies within agreed time span
2. Provide or contribute to assessment reports to monitor student progress
3. Liaise with parents and attend parent consultation evenings

Collaborative working

1. To work as a member of a specified team and contribute positively to effective working relationships within the school
2. To participate in arrangements for performance management

Standards and quality assurance

1. Promote the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend and participate as directed open evenings and student performances
4. Uphold the school's behaviour code and uniform regulations
5. To actively pursue own personal and professional development
6. Attend team and staff meetings as directed

Alexandra Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake a DBS check before they can be appointed.