St Laurence Church Junior School

Class Teacher Job Description

Person to whom responsible: Headteacher

Professional Duties

- To undertake the duties and responsibilities of a classroom teacher as required by the Headteacher (see extract from the School Teachers Pay and conditions Document and “Generic Responsibilities” overleaf)

Conditions of Employment

The responsibilities are in accordance with the requirements of the 2002 Education Act and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teacher’s conditions of employment

Special Conditions

The duties required of a teacher under this job description shall be such as require the exercise of a teacher’s professional skills and judgement (see Core standards document)

Generic responsibilities for all teachers:

To ensure a high quality learning experience for all pupils; which meets both the internal and external quality criteria

- To teach pupils according to their educational needs and ensure that they make good progress
- To use a variety of teaching methods that will stimulate learning
- To promote the general progress and well being of both individual pupils and the class as a whole
- To assess, record and report on attendance, progress, development and attainment of pupils and keep such records as are required
- To use the school’s Marking Policy effectively and give written, verbal and diagnostic feedback as necessary
- To alert the appropriate staff to problems experienced by pupils and make recommendations as to how these can be resolved
- To complete the relevant documentation to assist in the tracking of pupils
- To track pupil progress and use information to inform teaching and learning
- To communicate effectively with parents where appropriate
- Where appropriate, to communicate and co-operate with persons or organisations outside of the school
- To take part in marketing and liaison activities such as parents evenings, open afternoons etc
- To contribute to PSHE and Citizenship development in line with school policy
- To apply school behaviour management systems in order that effective learning can take place
- To play a full part in the life of the school, support the school aims and ethos and encourage staff and pupils to follow this example
- To support the school in meeting the legal requirements for collective worship
- To actively promote all school policies
- To identify and pursue opportunities for professional development
To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate
To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
To attend assemblies, register and supervise pupils as necessary

Review and Amendment
This job description is normally subject to annual review. It may be amended at the request of the Headteacher or post holder but only after full consultation with the post holder.

<table>
<thead>
<tr>
<th>Job description issued, after consultation by</th>
</tr>
</thead>
<tbody>
<tr>
<td>....................................................................................................................................................(HT or DH)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agreed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>........................................................................................................................................(Teacher)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>.....................................</td>
</tr>
</tbody>
</table>