

INCE C of E PRIMARY SCHOOL

CLASSTEACHER JOB DESCRIPTION



Post Title: Main scale Teacher

Grade: Main scale School Teachers Pay and Conditions

Directly Responsible to: The Headteacher

Purpose of the Post:

To plan, implement and deliver the Curriculum in order to promote effective teaching and learning with the framework provided by the policies of the school and the Local Authority, with regard to statutory requirements. To undertake the professional duties and responsibilities of a teacher as set out in the current School Teachers' Pay and Conditions document.

Responsibilities of the Post:

- To ensure adherence to all school policies.
- To participate in the teaching programme within school and be responsible for teaching pupils, organising the learning environment, ensuring that planning, preparation, recording, assessment and reporting meet the needs and entitlement of all learners following National Curriculum policies and schemes of work.
- To provide a stimulating learning environment where all may access resources appropriately.
- To use a variety of learning techniques for individual, group and class activities.
- To provide a broad and balanced curriculum which encourages development of the whole child and allows the child to contribute towards the whole life of the school.
- To promote the development of independence for all children.
- To structure the educational process for each child to enable maximum benefit and progression at individual pace, including the setting of appropriate, yet challenging targets.
- Plan differentiated learning opportunities and activities which encourage the development of independent learners.
- Produce coherent lesson plans which ensure continuity and progression, taking account of each child and all school policies.
- To assess the learning of each child and involve the child and parents in their future learning needs undertaking the assessment procedures required throughout and at the end of the academic year.
- To work as part of a team including teachers and learning assistants.
- Ensure the effective deployment of teaching assistants and other adult support in the classroom.
- To participate and engage with the Performance Management Process.
- To promote and follow the school's Positive Discipline Policy.
- To maintain an accurate register.

- To assess, record and report on the attendance, progress, development and attainment of learners.
- To participate in the school's staff development programme by being fully engaged in arrangements and opportunities for continuous professional development.
- To attend and participate in meetings which relate to the school's management, curriculum, administration or organisation.
- To work with officers of relevant outside agencies or bodies taking responsibility for the pastoral care and conduct of children within your care.
- To report to parents on the development, progress and attainment of pupils.
- To liaise with staff within school to ensure effective progression of children through school.
- To lead, manage, develop and monitor an allocated curriculum area across the school.

Please note:

The School Teachers' Pay and Conditions Document is re-issued every year. It is the responsibility of the post-holder to ensure that they are aware of these changes.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

You are required to comply with any reasonable request from your manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. This job description may be changed, in consultation with you, to reflect or anticipate changes in the job commensurate with the grade and job title. Where such a change is felt to be necessary by the employer and agreement cannot be reached, change may be made by the employer giving the required notice of a change to the job description.

Name (please print):

Signed:

Date:

Name (please print):
(Headteacher)

Signed:

Date: