

**JOB DESCRIPTION CLASSROOM TEACHER
ST MARGARET'S C.E. PRIMARY SCHOOL**



Learning God's Way

Headteacher: Mr M Jee

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1. General Details

Title of Post : Class Teacher

Salary Grade : Main Scale

2. General Duties

This job description is to be performed in accordance with the provision of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

The general duties attached to this post are as follows :

- teaching, according to their educational needs, the pupils assigned to him/her including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- planning and preparing courses and activities and attendant duties for the integration of the work of the class into the work to be carried out by the pupils in school and elsewhere;
- maintaining class discipline in accordance with the rules and disciplinary systems of the school.
- co-ordinating or managing the work of other teachers.
- assessing, recording and reporting on the development, progress and attainment of pupils by reference to standard arrangements applicable to the school;
- contributing to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole.
- to take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

3. Relationships

Responsible to : Headteacher

Responsible for : Teaching Assistant (whilst allocated to the class)

4. Particular Responsibilities

To be responsible for the development and implementation of policies for the teaching of a subject area throughout the school.

5. Curriculum Co-ordinator (Primary)

In respect of the specified curriculum area to :

- monitor and evaluate present practice, provision and resources;
- consult with staff, and with family schools, in the establishment of agreed written curriculum policies, including National Curriculum requirements;
- procure, organise and maintain necessary resources;
- attend appropriate courses
- arrange school-based staff-development programmes;
- disseminate information;
- oversee systems for the assessment and recording of children's progress in line with National Curriculum requirements;
- demonstrate exemplary practice at all times.

6. Explanatory notes

- a. This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the appraisal cycle and at any other time on request.
- b. This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete and particular duties as set out above.