



## Howes Community Primary School

### Class Teacher Job Description

Howes Community Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

**In accordance with the school's policies and under the direction of the Headteacher:**

**Teaching:**

To plan and prepare schemes of work and complete planning documentation for the medium and short term.

To teach, according to their educational needs, the pupils in your class, including the setting and marking of work to be carried out by the pupils in school and elsewhere.

To promote the intellectual, physical and personal development of the pupils in your class and provide guidance and advice to pupils on educational and relevant social matters.

To make records of and reports on the personal and social needs of pupils.

To participate in arrangements for preparing pupils and assessing pupils for Standard Attainment Tests, as appropriate, and recording and reporting assessments; and participating in arrangements for supervision during tests.

**Assessment Recording and Reporting:**

To assess, record and report on the progress and attainment of the pupils in your class.

To communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils in your class.

**Appraisal:**

To participate in arrangements for the appraisal of your own performance and that of other teachers.

**Further Training and Professional Development:**

To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher.

**Curriculum Development:**

To advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements.

To take responsibility for specific National Curriculum subject(s) (see co-ordinators job description).

**Discipline, health and safety:**

To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

**Staff meetings:**

To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

**Administration:**

To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils.

To manage or supervise anyone providing support in your class.

To order and monitor use of resources.

**General Professional Duties**

To carry out particular duties as may reasonably be assigned to you by the Headteacher.

To contribute to the overall life and work of the school.

Date of agreement:

Signed (post holder):

Signed (Headteacher):

Copy to be retained by the teacher and one to be kept by the Headteacher