



## **MERSTONE SCHOOL**

### **NAME OF TEACHER**

### **JOB DESCRIPTION**

#### **1.0 JOB TITLE**

Class Teacher

#### **2.0 JOB PURPOSE**

To promote high expectation and the general progress and well-being of pupils and to teach a curriculum appropriate to children

### **3.0 DUTIES AND RESPONSIBILITIES**

#### **3.1 GENERAL**

- a. Planning and preparing work for pupils assigned to you.
- b. Teaching pupils assigned to you, including the setting of appropriate individual targets.
- c. Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to you.
- d. Communicating and consulting with parents.
- e. Participating in any arrangements within an agreed national framework for the appraisal of your performance.
- f. Reviewing from time to time your methods of teaching and programmes of work.
- g. Participating in arrangements for your further training and professional development.

- h. Taking all reasonable steps to maintain good order and discipline among pupils and safeguarding their health and safety at all times.
- l. Participating as appropriate in meetings at the school which relate to the curriculum, administration or organisation of the school.
- J. Participating in an equitable system of cover in accordance with policies agreed.
- k. Attending and leading assemblies and registering the attendance of pupils as and when appropriate.

### **SPECIFIC**

- a. To ensure that the register is marked punctually and kept up-to-date as required by law. All absences should be accounted for with supporting notes from parents or guardians, and any problems reported to the Principal.
- b. To deal with other returns and requests for information about pupils in the class as required.
- c. To contribute and assist as required, in keeping up-to-date the pupils records for each member of the class.  
  
Preparing an 'Annual Review ' of EHCP's for each child in the class group in accordance with the 1981 Education Act, and also an End of Year Report during the Summer term.
- d. To contribute to references and reports to outside agencies in consultation with others.
- e. To implement any policies on the management of behaviour of pupils.
- f. To help pupils with individual guidance as necessary.

#### **4.0 LINE MANAGEMENT**

1. Responsible to the Principal.
2. Responsible for the supervision of persons providing support in the classroom e.g. Learning Support Assistants, Students etc.
3. To support the PRINCIPAL and senior team in matters of policy relating to the philosophy and ethos of the school and also the implementation of Education Acts.
4. In the absence of the senior staff , endeavouring to fulfil any roles needed to maintain the smooth running of the school, where possible.
5. Directing staff in the event of an emergency should senior staff not be present in the building.
6. Providing parental support as and when necessary.

#### **5.0 SPECIAL AREAS OF RESPONSIBILITY**

- a. To be responsible for the co-ordination of all curriculum development, including evaluation of current work undertaken in the school in AN AREA TO BE NEGOTIATED and disseminating information to other staff.
- b. Keeping up-to-date with current educational thinking by reading books, journals and government publications and attending appropriate INSET training courses.
- c. Creating an awareness of the importance of the subject area and analyse data to support school improvement.
- d. Providing encouragement and support for teachers who are less familiar in these areas in the form of suggestions and ideas, guidelines etc.
- e. Selecting and organising activities appropriate to your curriculum area and providing opportunities for the children to broaden their horizons by participation.
- f. To develop and implement an efficient system of resources for use in this area of the curriculum.
- g. To lead moderation of work within subject area and maintain a portfolio of evidence.

**6. SCHOOL SUPPORT PROVIDED**

- a. A school based induction programme.
- b. A mentor system is available.
- c. Local Authority Courses and Inspector and Advisor Service available to support professional development.
- d. Well-being support from school community

**7. CONDITIONS OF EMPLOYMENT**

The above responsibilities are in accordance with the requirements of the “Teachers Pay and Conditions Act 1990” and subsequent orders in terms, duties and working time, also any local agreements, LA Circulars and Guidelines giving interpretations of Teachers Conditions of Service.

**8. REVIEW AND AMENDMENT**

This Job description is normally subject to annual review. It may be amended at the request of the Principal or the Post Holder. It will be signed if agreement is reached.

JOB DESCRIPTION ISSUED BY ..... Principal

COPY RECEIVED BY ..... Class Teacher

DATE .....