**Burnopfield Primary School**

**Job Description:**

**Class teacher**

**MPS1 – MPS6 (UPS)**

Responsible to: Acting Co-Headteachers or in absence Acting Assistant Headteacher.

**Class teacher**

* To carry out the professional duties of a teacher as set out in the School Teachers’ Pay and Conditions Document.
* Perform in accordance with any directions which may reasonably be given by the Head Teacher from time to time, such duties as may reasonably be assigned.
* To adhere to the Teachers Standards.
* To adhere to the Staff Handbook.

**Teachers**

* A teacher (other than a head teacher) may be required to undertake the following duties -

**Teaching**

* Plan and teach lessons and sequences of lessons to the classes they are assigned to teach within the context of the school’s plans, curriculum and schemes of work.
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
* Participate in arrangements for preparing pupils for external examinations.

**Whole school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vision.
* Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
* Subject to sub-paragraph 63.10 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

**Health, safety and discipline**

* Promote the safety and well-being of pupils.
* Maintain good order and discipline among pupils.

**Management of staff and resources**

* Direct and supervise support staff assigned to them and where appropriate, other teachers.
* Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
* Deploy resources delegated to them.

**Professional development**

* Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff.
* Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction.

**Communication**

* Communicate with pupils, parents and carers.

**Working with colleagues and other relevant professionals**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school.

**Curriculum responsibility :**

* Act as the subject leader for a subject.
* Be responsible for the requisition of resources for a subject.
* Help to monitor the progress of children across KS1 and KS2.
* Initiate, participate and contribute to school based in-service training.
* Support staff in developing their skills / knowledge in a subject.
* Keep abreast of developments within a subject.
* Help to monitor school policy in a subject.

**Area of Interest**

* Contribute to an aspect of school development.
* Act as leader of a group of children.
* Form a group with representatives from each year.
* Hold meeting on half termly basis and upload minutes to DLG.

Signed

Teacher ……………………………………………………

Head Teacher ……………………………………………………