JOHN EMMERSON BATTY PRIMARY SCHOOL

JOB DESCRIPTION:

Name:

Position: Class Teacher

This document may be amended from time to time and will be reviewed annually

**Salary Scale:** Main Scale

**Colleagues**
Responsible to: Head Teacher
Deputy Head Teacher
Phase Leader

Responsibility for: To be decided

**Main Purpose of the Post**

To carry out the professional duties of a teacher other than the Head Teacher as described in the School Teachers' Pay and Conditions Document.

**Additional Responsibilities**

- To undertake the role of a subject leader for at least one subject area, monitoring and developing teaching and learning across the school. (See Subject Leader Responsibilities below for specific description for this role.)

**School Improvement Plan Responsibilities**

- These will change according to the plan on an annual basis. These will be agreed with the Head Teacher.

**Subject/Area Leader Responsibilities**

Responsible for the subjects: To be decided

To monitor, evaluate and improve the provision and standards in relation to the above particular subject/s across school through:

- participating in arrangements for his/her further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements;

- advising and co-operating with the Head Teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment arrangements;

- contributing to the professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations;

- taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum and organisation functions of the school;

- providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

- co-ordinating or managing the work of other staff;

- communicating and consulting with the parents of pupils;

- communicating and co-operating with persons or bodies outside the school;

- participating in arrangements for preparing pupils for external examinations;

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school;

- participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school (This does not include undertaking tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgement).

Signed:_____(Class Teacher)

Signed:_____(Head Teacher)

Date:_____