

West Chinnock Class Teacher Job Description

1. **Name**
2. **Title post:** 0.8 Class Teacher
3. **Salary level : Main scale**
4. **Professional Relationships**

The Postholder:

is responsible to the Head teacher for his/her teaching duties and responsibilities and for teaching tasks and responsible for the supervision of the work of the teaching assistants. Interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school.

Subject responsibilities: tbc

5. **Purpose of Job**

To undertake the teaching of general subjects to KS 1 (year groups: EYFS, Yr.1 and 2) and pastoral and administrative duties in respect of pupils in this class as well as responsibilities in the school as agreed with the Head teacher.

6. **Key Tasks**

- 6.1 To teach general subjects as agreed with the Head teacher to a KS1 class, to participate in the development of schemes of work, materials and curriculum framework for such subjects and to attend meetings on such matters with the rest of the school team and particularly the job share colleague.
- 6.2 To contribute to the whole life of the school by acting as coordinator for at least one curriculum area and by leading an after school club.
- 6.3 To control and oversee the use and storage of all equipment within the classroom, ensuring that any Health and Safety regulations are observed.
- 6.4 To carry out the duties of a class teacher in respect of pupils to include:
 - a) the maintenance of discipline and acceptable standards of conduct and appearance of pupils;
 - b) the establishment of a rapport with pupils to develop their social and academic potential and to be a main source of reference for their problems;
 - c) the marking of registers, ensuring absences and lateness are accounted for and taking appropriate action where they are not;
 - d) the compilation of reports and profiles on pupils as required;
 - e) the undertaking of any other duties (administrative or otherwise) in respect of her class duties as required by the Head teacher;
 - f) the setting and marking of homework for pupils where appropriate, playing a part in assemblies, escorting the class to assemblies and attending staff meetings as required.
- 6.5 To supervise the work of the TAs / helpers as appropriate to the class.
- 6.6 To carry out supervision of pupils as detailed by the Head teacher.

- 6.7 To participate as required in weekly meetings with colleagues particularly with job share teacher and in termly meetings with parents in respect of the duties and responsibilities of the post.
- 6.8 To keep abreast of trends and developments in education especially those relevant to the duties and responsibilities of the post. This includes being familiar with all policies and documents relating to the primary phase.
- 6.9 To complete all agreed assessments with each year group and add data to all marksheets on the computer at least termly.

7. Pre-School Liaison

As teacher of the reception children:

- 7.1 develop liaison with the parents of pre-school children, ensuring familiarity and understanding of school policies;
 - 7.2 be responsible for the development of the induction programme for children starting school;
 - 7.3 regularly revise the school's booklet for pre-school children.
- 8.** The duties and responsibilities of the post are subject to those detailed in the Statement and Conditions of Employment and will count as directed time as detailed in such statement and as defined by the Head teacher.

This job description does not define in detail all the duties/responsibilities of the post. It will be reviewed annually during the Autumn term at the Appraisal review meeting and may be subject to modification or amendment after consultation and agreement with the postholder

Signed:

Date:
