

CAMPTON LOWER SCHOOL

JOB DESCRIPTION

JOB TITLE: Class Teacher

RESPONSIBLE TO: Headteacher

MAIN DUTIES AND RESPONSIBILITIES:

The postholder must, at all times, carry out his/her duties and responsibilities with due regard to equal opportunities.

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Condition Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time and Guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.

All teachers will also be involved in:

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Taking any such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Co-ordinating or managing the work of other staff

It is the responsibility of the class teacher to:

1. Be aware of the educational aims of the school and to support the achievement of those aims.
2. Ensure the safety of the children in his/her care at all times, and to comply with the Health and Safety responsibilities issued by the governors of the school.
3. Be responsible (with the exception of NQTs) for co-ordinating a subject or subjects across the whole school. (To be agreed with Headteacher depending on experience).
4. To undertake any other duties of a similar level and responsibilities as may be required/from time to time.

Teachers will be asked to maintain an overview of teaching, standards and ongoing improvement in specified subject(s) or areas.

Over a period of time this might reasonably include:

- Reviewing and co-ordinating the usage of resources in the subject(s)
- Suggesting issues in the subject(s) for further development
- Arranging and promoting relevant subject activities to promote pupils' enthusiasm and interest
- Monitoring and evaluating the quality of planning in the subject(s) by other teachers
- Observing teaching in the subject(s) in order to evaluate strengths and areas for further development or the impact of school improvement work
- Reviewing and developing curriculum policy in the subject(s)
- Evaluating relevant assessment information for individuals, groups or cohorts
- Providing advice and supporting new staff in the subject(s)
- Reporting on progress, achievement and standards in the subject(s) to staff, governors or parents

The job description will be supported by an annual job plan which will list the key tasks, responsibilities and outcomes sought from the post holder in the school year. These will be derived from the School Improvement Plan and other school priorities.

Campton Lower School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.