

JOB DESCRIPTION

Lower KS2 Class Teacher

DIRECTORATE: Adults, Children & Education		DEPARTMENT: St Mary's CE Primary School	
JOB TITLE Class Teacher (Lower KS2)		POST NUMBER:	
REPORTS TO (Job Title): Headteacher		Current Grade (For ref):	
1.	MAIN PURPOSE OF JOB <ul style="list-style-type: none"> To carry out the professional duties of a teacher as specified in the current School Teachers' Pay & Conditions Document and in accordance with the expectations set out in the Teachers' Standards. 		
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:		
	Teaching		
	i	Planning and preparing courses and lessons	
	ii	Teaching, according to their educational needs, the assigned pupils, including the setting and marking of work to be carried out by the pupil in school and elsewhere	
	iii	Assessing, recording and reporting on the development, progress and attainment of pupils	
	Other Activities		
	iv	Promoting the general progress and well-being of individual pupils and of any class or group of assigned pupils	
	v	Communicating and consulting with parents of pupils	
	vi	Communicating and co-operating with persons or bodies outside the school	
	vii	Participating in meetings arranged for any of the above purposes	
	Assessments and reports		

	viii	Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils
Appraisal or review of performance		
	ix	Participating in arrangements made in accordance with the 2012 Regulations for the appraisal or review of own performance and that of other teachers
Review, induction, further training and development		
	x	Participating in arrangements for further training and professional development as a teacher including CPD which aims to meet needs identified in planning and review statements
	xi	In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for supervision and training
Educational methods		
	xii	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.
Discipline, health and safety		
	xiii	Maintaining good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
Staff meetings		
	xiv	Participating in meetings at the school which relate to the curriculum or administration or organisation of the school
Administration		
	xv	Participating in administrative and organisational tasks, including the direction of supervision of support staff, (other than tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgement)
	xvi	Attending assemblies, registering the attendance of pupils and supervising pupils.
	xvii	Undertake such other duties as may be determined from time to time within the general scope and commensurate with the grade of the post, as determined by the Headteacher.
3.	RESOURCE ACCOUNTABILITY Budget: N/A People: N/A	

4.	KEY RELATIONSHIPS Responsible to: Phase Team Leader / Deputy Headteacher / Headteacher Responsible for: Support staff working in the class or attached to specific pupils in the class
-----------	---

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.