

Ladysmith Junior School

JOB DESCRIPTION CLASS TEACHER

Responsible to: Headteacher

HOURS OF WORK : Outlined in the Teachers' Pay and Conditions Document. This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

The duties of main professional grade teachers include the following:

1. To promote the well-being, emotional, social aesthetic and intellectual development and progress of each child in the class by:
 - teaching effectively and meeting the varied and special needs of pupils and providing a suitable environment for these to take place.
 - Planning and preparing lessons.

To support the policies and objectives set by the Headteacher/Governors and the agreed School Improvement Plan.

Teaching pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere. Keeping marking up-to-date and regular in line with school policy.

To analyze data, assess, record and report on the development, progress and attainment of pupils; to pupils, parents and staff (where applicable) and inform governors of progress where applicable.

2. To organise class activities on the basis of accepted school practice as in the curriculum guidelines. To observe and be aware of children who may have social, physical, or other emotional/learning needs and to alert the Headteacher so that appropriate medical or psychological staff may be contacted. To provide reports on these children when required.

Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.

To compile files to enable records and evidence to be collated with regard to:

- Planning and assessment;
- Special needs.

Making records and reports on the personal and social needs of pupils.

3. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

4. Participating in arrangements made for performance management.

To work harmoniously with all members of staff and to undertake an appropriate share of collective responsibilities including participating in and contributing to:

- team planning;
- self-evaluation;
- in-service training;
- professional development;
- assessment and reporting of children's progress.

5. To share expertise and to accept help and advice from other staff with special skills.

Reviewing from time to time his/her methods of teaching and programmes of work. According to self-assessment of skills, performance management, staff development plan and knowledge of learning styles within the classroom.

Participating in arrangements for his/her further training and professional development. Keeping up-to-date with current thinking in teaching and learning and applying within the framework of the staff development plan and the needs within the classroom.

6. Advising and co-operating with the Headteacher 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 and pastoral arrangements.

7. Maintaining good order and discipline among the 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. In accordance with the school's Behaviour Policy.

8. Participating in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements and the requirements of the teaching and learning within the school.

9. Participating in arrangements for summative and formative assessment of the pupils within his/her care agreed by the school.