

JOB DESCRIPTION

NAME:

SCHOOL: Ashurst Primary School

JOB TITLE: Temporary Class Teacher

PRIMARY PURPOSE OF THE JOB:

To fulfil the requirements set out in the latest Teachers' Pay and Conditions Document.

To have due regard to the requirements of the national curriculum, the aims of the school and the policies of the governing body.

To share in the corporate responsibility for the well being and discipline of all pupils.

To make contributions in the following areas: -

- as a classroom practitioner
- as a member of the staff team
- as a creator of good and effective relationships
- as a primary contact for (subject to be decided)

DIRECTLY RESPONSIBLE TO:

Headteacher, Deputy Headteacher and Governors.

PRINCIPAL RESPONSIBILITIES

Responsible for:

- (i) the professional duties of a classteacher as set out in the current Teachers' Pay and Conditions Document;

KEY AREAS OF RESPONSIBILITY

As a classroom practitioner

- to plan and prepare work which reflects the pupil's age and ability within the class;
- to regularly mark, record, assess and report on the attainment and progress of pupils;
- to consult with the parents of children in the class;
- to ensure the good order and discipline of pupils in the class;
- to communicate and co-operate with outside agencies;
- to create within the classroom an interesting and stimulating learning environment;

As a member of the staff team

- to participate in a Performance Management Interview conducted by the headteacher or team leader following guidelines set down in the Performance Management Policy.
- to participate in regular reviews of the school's curriculum;
- to assist in a whole school approach to the delivery of the curriculum;

- to play an active part in staff meetings;
- to assist the management of the school in creating a climate conducive to the development of all pupils and staff.
- To manage the resources and running of the school library
- To undertake any professional duties which may be delegated from time to time by the headteacher

As a creator of good and effective relationships

- to strive to create good and effective relationships with pupils, teaching and non-teaching staff, parents and the wider community;
- to participate in the extra-curricular life of the school;
- to continue professional development after consultation with the headteacher, taking into account the wider development plans for the school as a whole;
- to assist in affording equal opportunities for all pupils.

As a primary contact for (subject to be decided)

- to make arrangements for requisitioning appropriate materials for the effective delivery of the subject and the organisation of resources;
- to keep up to date with developments in the subject and disseminate information to colleagues as appropriate.

This job description may be amended at any time after discussion between _____ and the headteacher but will be reviewed annually at the Performance Management Interview.

Signed :

Teacher-----

Headteacher-----

Date-----