

SUTTON MANOR COMMUNITY PRIMARY SCHOOL
JOB DESCRIPTION

NAME:

Primary Objectives:

To carry out the duties of a class teacher as described in the Teachers' Pay and Conditions Document, having due regard to the requirements of the National Curriculum, school policies and schemes of work. It is expected that you will be an effective member of the school team and that your classroom and teaching practice will reflect the school philosophy, ethos and policies and that you will assist in achieving the effectiveness of the agreed aims relating to the provision offered by the Extended School.

Range of duties:

- To carry out the duties of a class teacher as described in the Teachers' Pay & Conditions Document.
- To create a stimulating learning environment for the pupils.
- To promote parental involvement and participation.
- Maintain a high quality of teaching which will be evident in your classroom organisation and management and the standard of work produced by the children.
- Comply with health and safety guidance and regulations.
- Participate in whole school meetings; KS meetings and special needs meetings.
- You will be required to work as part of a team to develop the curriculum. This will involve working with established team leader and KS Managers.
- Planning and preparing courses and lessons.
- Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- To promote parental involvement and participation by communicating and consulting with the parents of pupils.
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Participating in arrangements for further training and professional development as a teacher.
- 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.
- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations, recording and reporting such assessments and participating in any arrangements for such examinations.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- Performance Management: Participating in arrangements made in accordance with Education Regulations for the review of individual performance.
- Undertake any reasonable duty as may from time to time be specified.

Signed:.....