

SCOTT PRIMARY SCHOOL

JOB DESCRIPTION

CLASS TEACHER – MPS Scale



Responsible to: Head Teacher and Governors

Professional Duties:

- 1 To be responsible to the Head Teacher for the overall management of the class.
- 2
 - a) To plan and prepare lessons to ensure that all pupils in the class are provided with an appropriate education which is broad, balanced and relevant to their needs.
 - b) Teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out in school and elsewhere.
 - c) Assessing, recording and reporting on the development, progress and attainment of pupils.
 - d) Promptly marking and monitoring pupils' class work and homework and providing constructive feedback.
 - e) Providing a suitable learning environment, to support active learning and independence by creating a stimulating, changing and organised learning environment.
- 3
 - a) Promoting the general progress and well-being of individual pupils and of any class or group assigned to you.
 - b) Providing guidance and advice to pupils on educational and social matters. Making relevant records and reports.
 - c) Making records of and reports of the social and personal needs of pupils.
 - d) Ensure that IEPs are implemented and kept up to date. To contribute to the IEP process.
 - e) Communicating and consulting with parents / carers of pupils.
 - f) Communicating and co-operating with persons or bodies outside the school.
 - g) Participating in meetings arranged for any of the purposes described above.
- 4 Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- 5 Maintaining good order and discipline among the pupils, safeguarding their health and safety when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- 6 Participating in meetings and having responsibility for the coordination of the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

- 7 To attend training to update and extend personal and professional knowledge in keeping with the School Development Plan.
- 8 Sharing and promoting the school ethos within the context of a whole school team, supporting liaison and a collegial relationship amongst the staff of the school.
- 9 To liaise closely with Learning Support Assistants to ensure that the needs of all the children are met.
- 10 To lead a regular school club for the children.
- 11 To take a leading role in the facilitation of the Performance Management Cycle.
- 12 Implementing the school's agreed policies and guidelines.
- 13 To undertake any other duties of a similar level and responsibility as may be required from time to time.
- 14 To keep a sense of humour.