

JOB DESCRIPTION

Name

Title of Post Class Teacher (Primary)

Responsibilities

Responsible to The post holder will be responsible to the Department Co-ordinator and to Headteacher.

Responsible for The work of classroom assistants associated with the education of children within their classroom.

Purpose of Post The post holder will take responsibility for the teaching of a class / classes of children as directed by the Headteacher,

The post holder will be expected to do the following (reference should be made to the appropriate school policies when assuming or performing the following responsibilities and tasks).

Specific Responsibilities

Be aware, of and regularly update their familiarity with, the curriculum covered within the school.

Participate in the school appraisal system both as appraisee and appraiser.

Provide information for and take part in 'case study' meetings as required.

Make suggestions about what educational resources might be needed when requested to do so.

Contribute to the organisation and direction of Stage events and productions as required.

Run an extra-curricular activity as required

Be available for Parents Information Evenings and Parents Interviews as directed by the Headteacher.

Provide short term cover for absent teachers as required.

Key Tasks

Teach in accordance with the school's policies and under the direction of the Department Co-ordinator and the Headteacher.

Promote and maintain high standards in the quality of teaching and learning within their classroom.

Keep individual records methodically and write pupil reports as directed by the Department Co-ordinator and the Headteacher.

Administer assessment tasks and tests as appropriate and prepare results for collation as required.

Display and regularly change pupil's work in both the classroom and allotted corridor / stair way area.

Take part in staff meetings as required.

Undertake various supervisory duties as directed by the Department Co-ordinator Headteacher

Carry out any other reasonable tasks, which are in accordance with the Purpose of the Post as requested by the Department Co-ordinator or the Headteacher.

Elements of this job description may be renegotiated at the request of either party and with the agreement of both the post holder and the Headteacher