**Christchurch Infant School**

**Job Description**

1. **Name :**
2. **Post: Class Teacher**
3. **RELATIONSHIPS:**

The postholder:

* Performs, in accordance with any directions which may reasonably be given to him/her by the headteacher from time to time, such particular duties as may reasonably be assigned to him.
* Works under the direction of the Senior Leadership Team when appropriate and liaise with Inclusion Leader on SEN issues.
* Interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school.
* Is responsible for the supervision of the work of teaching assistants.
* Liaises closely with the other teachers to ensure progression and continuity in all aspects of educational and pastoral provision and in dealings with parents and outside agencies.
* Ensure that the school provides a welcoming and stimulating environment for children, staff and visitors.
* Adheres to the Code of Conduct for all staff

1. **PROFESSIONAL DUTIES**:

(*As set out in paragraphs 73 – 73.12 of the School Teachers Pay and Conditions Document)*

75. Subject to paragraph 41.6, 44.2 & 44.3 the following duties shall be deemed to be included in the professional duties which a teacher (other than a head teacher) may be required to perform:

**Teaching**:

In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to him:

75.1.1 planning and preparing courses and lessons;

75.1.2 teaching, according to their educational needs, the pupils assigned to him, including the setting and marking of work to be carried out by the pupil in school and elsewhere;

75.1.3 assessing, recording and reporting on the development, progress and attainment of pupils;

**Other activities**:

75.2.1 promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him;

75.2.2 providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;

75.2.3 making records of and reports on the personal and social needs of pupils;

75.2.4 communicating and consulting with the parents of pupils;

75.2.5 communicating and co-operating with persons or bodies outside the school; and

75.2.6 participating in meetings arranged for any of the purposes described above;

75.3 **Assessments and reports**:

providing or contributing to oral and written assessments, reports and references relating toindividual pupils and groups of pupils;

75.4 **Appraisal** **or review of performance**

participating in arrangements made in accordance with 2002 Regulations or the 2006 Regulations for the appraisal or review of his performance and that of other teachers.

75.5 **Review, induction, further training and development**:

75.5.1 reviewing from time to time his methods of teaching and programmes of work;

75.5.2 participating in arrangements for his further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in statements of objectives or in appraisal statements where teachers are subject to the 2002 Regulations, or in planning and review statements where teachers are subject to the 2006 Regulations;

75.5.3 in the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his supervision and training;

**Educational methods**:

advising and co-operating with the head teacher 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;

**Discipline, health and safety**:

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;

**Staff meetings**:

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;

**Cover**:

75.9.1 subject to paragraph 73.9.2, supervising and so far as practicable teaching any pupils whose teacher is not available to teach them;

75.9.2 except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, no teacher shall be required to provide such cover for more than 38 hours in any school year;

**External examinations**:

75.10.1 participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and conducting, such examinations;

75.10.2 sub-paragraph 10.1 does not require a teacher routinely to participate in any arrangements that do not call for the exercise of a teacher’s professional skills and judgement, such as invigilation;

**Management**:

75.11.1 contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations;

75.11.2 assisting the head teacher in carrying out threshold assessments of other teachers for whom he has management responsibility;

75.11.3 co-ordinating or managing the work of other staff; and

75.11.4 taking such part as may be required of him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

**Administration**:

75.12.1 participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and

75.12.2 attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

75.12.3 Sub-paragraph12.1 does not require a teacher routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher’s professional skills and judgment.

75.12.4 Without prejudice to the generality of sub-paragraph 12.3 Annex 3 (STPCD) contains a list of tasks falling within the scope of that paragraph.

**Subject Leadership**

Under the requirements set out in the STPCD mainscale teachers are required to co-ordinate, manage, observe, monitor, review, evaluate, analyse, prepare, draft and report. As part of their subject leadership role mainscale teachers will work with other teachers but will not be responsible for the work of others, since that is specified as a TLR factor. Whilst mainscale teachers are therefore responsible for duties beyond their classroom teaching, TLR post holders are both responsible for duties and accountable for their outcomes, together with impact on other teachers and pupils.

The main scale subject leader will maintain an overview of teaching, standards and ongoing improvement in their specified subjects/areas.

This includes:

* Reviewing and development of the curriculum policy/aspect
* Monitoring and evaluating the quality of planning in the subjects/ aspects by other teachers
* Observing teaching in the subjects/ aspects in order to evaluate strengths and areas for future development, or the impact of school improvement work.
* Evaluating relevant assessment information for individuals, groups or cohorts
* Suggesting issues in the subjects for further development
* Reviewing and co-ordinating the usage of resources
* Providing advice and supporting new staff in the subject/aspect
* Reporting on progress, achievement and standards in the subjects/ aspect to staff governors and parents
* Arranging and promoting relevant subject activities to promote pupils’ enthusiasm and interest.

# Notes

*Details on Management time for those with leadership or management responsibilities, working time calculations and guaranteed planning and preparation time can be found in the STPCD paras77 – 79*

## The duties and responsibilities of the post are subject to those detailed in the STPDC and will be undertaken within directed time as detailed in the school’s directed time statement issued on an annual basis

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.