

|  |
| --- |
| JOB DESCRIPTION |
| **DIRECTORATE:** Adults, Children & Education | DEPARTMENT: St Oswald’s CE Primary School  |
| JOB TITLEClass Teacher (Maternity Cover) | **POST NUMBER:**  |
| **REPORTS TO (**Job Title)**:**  Phase Team Leader / Deputy Headteacher / Headteacher | **Current Grade** (For ref):  |
| **1.** | **MAIN PURPOSE OF JOB** * To carry out the professional duties of a teacher as specified in the current School Teachers’ Pay & Conditions Document
 |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** |
|  | **Teaching** |
|  | i | Planning and preparing courses and lessons |
|  | ii | Teaching, according to their educational needs, the assigned pupils, including the setting and marking of work to be carried out by the pupil in school and elsewhere |
|  | iii | Assessing, recording and reporting on the development, progress and attainment of pupils |
|  | **Other Activities** |
|  | iv | Promoting the general progress and well-being of individual pupils and of any class or group of assigned pupils  |
|  | v | Communicating and consulting with parents of pupils |
|  | vi | Communicating and co-operating with persons or bodies outside the school |
|  | vii | Participating in meetings arranged for any of the above purposes |
|  | **Assessments and reports** |
|  | viii | Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils |
|  | **Appraisal or review of performance** |
|  | ix | Participating in arrangements made in accordance with the 2012 Regulations for the appraisal or review of own performance and that of other teachers |
|  | **Review, induction, further training and development** |
|  | x | Participating in arrangements for further training and professional development as a teacher including CPD which aims to meet needs identified in planning and review statements |
|  | xi | In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for supervision and training |
|  | **Educational methods** |
|  | xii | Advising and co-operating with the Headteacher and other teachers 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** |
|  | xiii | Maintaining good order and discipline among 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** |
|  | xiv | Participating in meetings at the school which relate to the curriculum or administration or organisation of the school |
|  | **Administration** |
|  | xv | Participating in administrative and organisational tasks, including the direction of supervision of support staff, (other than tasks of a clerical or administrative nature which do not call for the exercise of a teacher’s professional skills and judgement) |
|  | xvi | Attending assemblies, registering the attendance of pupils and supervising pupils. |
|  | xvii | Undertake such other duties as may be determined from time to time within the general scope and commensurate with the grade of the post, as determined by the Headteacher. |
| **3.** | **RESOURCE ACCOUNTABILITY****Budget: N/A****People: N/A** |
| **4.** | **KEY RELATIONSHIPS****Responsible to:** Phase Team Leader / Deputy Headteacher The Headteacher **Responsible for:** Support staff attached to the class |

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**