

LINDEN PRIMARY SCHOOL	
Job Title: Class Teacher	Grade: MPS/UPS
Conditions of Service: 1.0 fte Maternity Cover	

This document should be read in conjunction with the School Teacher's Pay and Conditions Document 2024.

1. JOB PURPOSE

To undertake the teaching of general subjects to a class, together with pastoral and administrative duties in respect of this class, as well as the responsibilities in the school as agreed with the Headteacher.

2. MAIN DUTIES AND RESPONSIBILITIES

A Class Teacher is responsible for:

- the learning environment and organisation of any area in which the class works and the resources therein
- the safety of the working area and the health and safety of the children in the Class Teacher's care
- provision of relevant display and reference material
- supervising the mounting and displaying of children's work.
- **all adults employed by this school are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with"**

Key tasks:

- ensuring appropriate coverage of the subjects in the National Curriculum and RE
- preparing work in a suitable style for the individual, the group or the class to ensure that learning takes place
- responding to and monitoring work and progress for the benefit of the child, other teachers, self and the authority, and having due regard for the continuity of the curriculum
- compiling reports and profiles on pupils as required
- maintaining discipline and acceptable standards of conduct of pupils
- establishing a rapport with pupils to develop their social and academic potential, and being a main source of reference for their problems
- marking registers, ensuring absences and lateness are accounted for, following the key at the front of the register
- following school procedures for children with Special Needs or those potentially at risk
- undertaking any other administrative duties as required by the Headteacher
- setting and marking of homework for pupils, where appropriate
- supervising the work of Teaching Assistants as appropriate to his/her class
- administering such tests as DfES, LA and the school deem necessary, eg standardised tests, SATs etc
- keeping abreast of trends and developments in education, especially those relevant to the duties and responsibilities of the post

School Life:

- contributing to the general school environment and its smooth running
- taking an active part in curriculum development and review
- attending staff meetings and co-operating with other staff members
- accepting the need for professional development, in-service training and participation in formal appraisal
- accepting responsibility for a curriculum area, co-ordinating the work of colleagues and supporting junior colleagues
- participating in and taking assemblies
- carrying out the supervision of pupils as detailed by the Headteacher
- participating, as required, in meetings with colleagues, other professionals and parents in respect of the duties and responsibilities of the post

The duties and responsibilities of the post are subject to those detailed in the National Statement of Conditions of Employment and will count as directed time as detailed in that statement, and as defined by the Headteacher.

3. QUALIFICATIONS AND EXPERIENCE

Qualified teacher status.

4. SUPERVISORY RESPONSIBILITY

Children and Support Staff.

5. SUPERVISION RECEIVED

Headteacher.

6. PRINCIPAL CONTACTS

Headteacher, governors, school staff, parents, pupils.

7. SPECIAL CONDITIONS (if applicable)

This job description does not define in detail all duties/responsibilities of the post.

The job description will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the postholder.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

The post holder is responsible for keeping up to date with key procedures at the school for example Safeguarding Children and H&S. These issues are everyone's responsibility. A failure to follow procedure could result in dismissal.

The post holder will be expected to respect the confidentiality of any information received.

Linden Primary School is committed to Safeguarding and promoting the welfare of Children and Young People and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced CRB clearance check.