KING INA

CHURCH OF ENGLAND ACADEMY

King Ina Church of England Academy

CLASS TEACHER JOB DESCRIPTION

1. NAME:

2. GRADE:

3. RELATIONSHIPS

The postholder:

3.1 Is responsible to the Head in all matters, concerning all responsibilities of the post.

3.2 The postholder interacts on a professional level with Teaching Assistants working with the class.

3.3 The postholder interacts on a professional level with all 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 raising standards.

4. PURPOSE OF THE JOB

4.1 To carry out professional duties and to have responsibility for an assigned class.

4.2 To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.

4.3 To promote the aims and objectives of the school and maintain its philosophy of education.

5. AS A CLASS TEACHER, TO CARRY OUT TEACHING DUTIES IN RESPECT OF PUPIL, TO INCLUDE:

5.1 Teaching general subjects to a class of children, and undertake pastoral and administrative duties in respect of children in this class, as well as the responsibilities in the school as agreed with the head**.**

5.2 Liaise with staff and parents as necessary in respect of pastoral care of children in the school and participate as required, in meetings with colleagues and parents in respect of the duties of the post.

5.3 The participation, as required, in meetings with colleagues and parents in respect of the duties of the post.

5.4 The control use and storage of books, stationery and other teaching materials relating to

teaching in their classroom, ensuring that any Health & Safety regulations are observed.

5.5 The maintenance of discipline and acceptable standards of conduct and appearance of pupils.

5.6 The establishment of a rapport with pupils to develop their social and academic potential and to be a main source of reference for their problems.

5.7 The marking of registers, ensuring absences and lateness are accounted for, taking appropriate action where they are not.

5.8 The compilation of reports and profiles on pupils as required.

5.9 The marking of children's work and ensuring suitable work is displayed around the classrooms.

5.10 Assessing pupils' attainment on a regular basis and enter scores in to the school's assessment system.

5.11 Escorting the class to assemblies, playing a part in assemblies when required, and attending staff meetings as required.

5.12 Carrying out the supervision of pupils as detailed by the Headteacher.

5.13 Keeping abreast of trends in and developments in education.

5.14 King Ina Church of England Academy is committed to safeguarding and promoting the welfare of children. It is every staff member's responsibility to receive annual safeguarding training, to know the school's policy and procedures for responding to and reporting concerns about a child's welfare and to act upon any concerns.

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

7. This job description does not define in detail all the duties / responsibilities of the post, will be reviewed annually and may be subject to modification or amendment after consultation and agreement with the postholder.

Signed…….. (Teacher)

Signed…… (Head) Date…….