



Queen's Drive Primary School

JOB DESCRIPTION - CLASS TEACHER

Title of Post: Class Teacher
Salary Grade: MPS
Responsible to: The Headteacher, Deputy Headteacher, Assistant Headteacher and all curriculum leaders

As a class teacher you are expected to:

- Carry out your professional duties for the care and supervision of all pupils, especially those in your class, as outlined in 'Conditions of Employment of School Teachers', of the School Teachers' Pay and Conditions document. This includes playground and other duties on a rota basis.
- Follow the directed times as outlined in the Staff Handbook;
- Carry out the duties and implement the policies and codes of practice outlined in the Staff Handbook, and those agreed at staff meetings and INSET sessions;
- Carry out the following post-specific responsibilities.

Class Teaching

1. Effective teaching of class
2. Prepare short term plans for your class and keep appropriate pupil, group and class records;
3. Prepare and produce appropriate materials and resources;
4. Be responsible for the personal and social welfare of your pupils, in addition to their education;
5. Effective membership of the school community.

Curriculum

1. Become and remain conversant with national and local developments and initiatives in a subject;
2. Review a subject and related policies annually;
3. Develop and up-date scheme of work (long and medium term plans), ensuring full coverage of the Foundation Stage and the new National Curriculum for a subject;



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4. Develop and maintain action plans for a subject, including the evaluation of their effectiveness;
5. In consultation with the Assessment leader, ensure that appropriate assessment and recording systems are in place for a subject;
6. Advise colleagues about ways to adapt learning in a subject for all children, including those with EAL and with special educational needs, including more able pupils;
7. Requisition books, resources and other materials for a subject including visits and visitors, ensuring value for money whilst managing a budget;
8. Maintain the subject's resources;
9. Lead staff meetings, discussions and INSET on a subject;
10. Lead and develop members of the support staff for your subject area;
11. Lead meetings for parents/carers (if applicable) and governors about a subject;

Professional Development

1. To attend relevant courses linked to Performance Management and/or School Improvement Plans, as agreed by the Leadership Team;
 2. To attend appropriate courses linked to subject leadership role as agreed by the Leadership Team.
- To carry out any other reasonable duty commensurate with the post, which may be delegated by the Headteacher.

This job description is to be reviewed annually. Elements of the job description may be re-negotiated at any time at the request of either party, and with the agreement of both.