



Job Description

Class Teacher

Post Title:	Class Teacher
Responsible to:	Head teacher
Pay Scale:	MPS/UPS

General Requirements and Functions

To carry out the general and specific duties as set out in the School Teachers' Pay and Conditions Document.

To meet 2012 Teachers Standards

Teaching and learning

1. Carry out teaching duties in accordance with the school's schemes of work and National Curriculum.
2. Liaise with colleagues to deliver units of work in a collaborative way.
3. Work with teaching assistants and the SENCO.
4. Set targets for pupils' attainment levels.
5. Set work for pupils absent from school if needed.
6. Demonstrate good practice in the teaching areas of responsibility.

Assessing and reporting

1. Record pupils' assessments in the school tracking system.
2. Evaluate pupils' progress with teaching assistants on a daily basis.
3. Mark and return work promptly, providing feedback and targets.
4. Provide assessment reports to monitor pupil progress when necessary.
5. Liaise with parents and attend consultation evenings.
6. Work within the Code of Practice relating to Special Educational Needs.

Standards and quality assurance

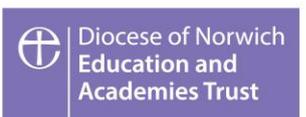
1. Support the aims and Christian ethos of the school.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend and participate in open evenings and pupil's performances.
4. Uphold the school's behaviour code and uniform regulations.
5. Participate in staff training.
6. Attend staff meetings.
7. Develop links with the local community and schools in the Loddon cluster and wider.



Ditchingham Church of England Primary Academy
Gillingham St Michael's Church of England Primary Academy

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Specific Duties

- To fulfil subject leadership responsibilities in the monitoring and development of subject /subjects responsible for.
- Promote collaboration and work as a team member.

Working Time

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent carrying them out and no part of it may be so constructed. In allocating time to the performance of responsibilities and duties you must use directed time in accordance with the School Teachers' Pay and Conditions Document and Norfolk Children's Services policies and the school's plans on use of time.

Review

This job description will be reviewed as part of the school's performance management procedures. Annual objectives for professional development will also be agreed at this time as well as a review of those set the previous year. Amendments and modifications to the job description may be made after consultation.

This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to expected professional responsibilities and duties.