

# Porters Grange Primary School



## Job Description

<b>Position:</b>	<b>Class Teacher</b>
<b>Grade:</b>	<b>Mainscale and UPR</b>
<b>Hours:</b>	<b>Full Time</b>
<b>Responsible to:</b>	<b>Principal</b>

### **Purpose of Job:**

### **Teaching**

- plan and prepare courses and lessons
- teach, according to their educational needs, the pupils assigned to you
- set and mark work to be carried out by the pupils in school and elsewhere
- assess, record and report on the development, progress and attainment of pupils

### **Other activities**

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you
- provide guidance and advice to pupils on educational and social matters and, where appropriate, on their further educational steps
- make records of and reports on the personal and social needs of pupils
- communicate and consult with the parents of pupils
- communicate and co-operate with persons or bodies outside the school
- participate in meetings arranged for any of the purposes described above

### **Assessments and reports**

- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils

### **Appraisal or review of performance**

- participate in the required arrangements for successful performance

### **Review, induction, further train and development**

- review from time to time your methods of teaching and programmes of work
- participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements

**Educational methods**

- advise and co-operate with the principal 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**

- maintain good order and discipline among the pupils and safeguard 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**

- participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

**Cover**

- to supervise, and so far as is practicable teach any pupils, whose teacher is not available to teach them

**Management**

- take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

**Administration**

- participate in administrative and organisational tasks related to such duties as are described above, include the direction or supervision of persons, provide support for the teachers in the school
- attend assemblies as appropriate for the children's age, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.

This job description does not form part of the contract of employment.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head or line manager.

The post holder will support, uphold and contribute to the development of the schools' equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

You are expected to actively engage in and be committed to your continuous professional development in relation to the identified needs of the school and your current and future roles and responsibilities throughout your professional career.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All relevant checks will be made and the successful candidate will be required to undertake enhanced DBS checks.