



The Martin Wilson Primary School

Classroom Teacher job description

Post : Classroom Teacher
Start : February 2024
Responsible to : Headteacher
Job purpose : Classroom Teacher
Pay : MS

Classroom Accountabilities

Teaching

- Plan and prepare appropriate units of work and lessons to meet the learning needs of the pupils in accordance with the objectives of the school, National Curriculum and LA curriculum policies.
- Formulate Individual or Group Education Plans relating to pupil targets in line with the SEN Code of Practice.
- Assess, record and report on the progress, development and attainment of each pupil, including an annual report to parents.
- Carry out statutory tests and in-school assessments as required.
- Promote the general progress and well-being of the pupils.
- Communicate and consult with parents and other agencies as required.

Professional Development

- Participate in an annual review of performance against agreed objectives for Pupil Progress and professional development.
- Review methods of teaching and programmes of work.
- Participate in further training and professional development relating to the Performance Management Cycle and the School Development Plan.

School Accountabilities

Discipline, Health and Safety

- Maintain good order and discipline among the pupils and safeguard their health and safety in school and on school trips in accordance with the rules and disciplinary systems of the school.

Staff meetings

- Participate in meetings at school which relate to the curriculum, administration and organisation of the school.

Management and Administration

- Implement the school's policies in relation to all areas.
- Take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

- *Manage and supervise support staff as appropriate.*
- *Supervise pupils, as necessary, before, during and after school sessions.*
- *Attend assemblies as required.*
- *Register the attendance of pupils at morning and afternoon sessions.*

Curriculum Area

The Headteacher retains overall responsibility for the management and development of the curriculum.

A teacher may be required to contribute in the following ways to designated curriculum areas:

- *Advise and co-operate with the Headteacher and other teachers on the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment*
- *To organise non-contact time in order to carry out tasks.*
- *Audit, manage, order and allocate resources.*
- *Look at subject specific in-service book for your own professional development and that of your colleagues.*
- *Attend co-ordinator updates as booked during the academic year*
- *Ask head/deputy to include subject on agenda of the next staff meeting to enable you to disseminate important information.*
- *Support colleagues with planning and classroom practice if required.*
- *Undertake subject monitoring in accordance with the school policy and self-evaluation procedures.*

Non-contact time will be given to carry out these duties where appropriate. Other duties will be part of the 1265 hours specified below.

Working Time

- *A full time teacher shall be available for work for 195 days a year.*
- *A full time teacher shall be available to perform such duties as such times and such places as may be specified by the Headteacher for 1265 hours a year.*
- *Time spent travelling to or from the place of work shall not count.*
- *Such a teacher shall not be required to undertake midday supervision and shall be allowed a break of a reasonable length.*
- *Such a teacher shall, in addition to the 1265 hours, work for additional time to discharge professional duties effectively including marking, writing reports and preparing lessons.*
- *A teacher is entitled to 10% Planning, Preparation and Assessment Time on a regular basis.*

Other duties and responsibilities

To be negotiated on appointment as appropriate.