



JOB DESCRIPTION: Teacher

Responsible to: Phase Assistant Head/ Headteacher

Responsible for: Effective teaching, learning and progress of assigned class/teaching groups.

1. Job Purpose

In addition to the responsibilities of a teacher as set out in the School Teacher's pay and Conditions document you will also undertake the following duties and responsibilities:

To promote the general progress and well-being of individual pupils or group of pupils assigned and undertaking other activities for or relating to pupils.

To be responsible for promoting and safeguarding the welfare of children for whom you come into contact.

2. Professional Duties

2.1 GENERAL

- a) Planning and preparing work for pupils assigned to him/her within the context of the agreed school plans, curriculum and schemes of work.
- b) Teaching, according to their educational needs, the pupils assigned to him/her including the setting and marking of work carried out by those pupils.
- c) Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to him/her.
- d) Communicating and consulting with the parents of the pupils he/she is assigned to teach.
- e) Participating in meetings arranged for any of the purposes described above.
- f) Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils, including their personal and social needs.
- g) Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- h) Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- i) Participating in any arrangements made in accordance with the statutory regulations for the appraisal of his/her performance.
- j) Taking all reasonable steps to maintain good order and discipline among pupils and safeguarding 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.

- k) Participating as appropriate in meetings at the school which relate to the curriculum, administration or organisation of the school.

2.2 SPECIFIC

- a) To contribute and assist as required to keep up to date the pupil records for each pupil.
- b) To deal with other returns and requests for information about children as required
- c) To contribute to references, reports to outside agencies and the like, in consultation with colleagues.
- d) To help pupils with individual guidance as necessary.

Signed _____ **Date** _____

Head Teacher _____ **Date** _____