

Bourne Westfield Primary Academy

Job Description: Teaching Staff

June 2021

Name:

Post Held: Class Teacher

Salary Grade: Main Pay Scale

General Duties

- i. To carry out the duties of a teacher as set out in the current Teacher's Pay and Conditions Document.
- ii. To teach pupils in the age range 4+ to 11 in accordance with the agreed philosophy, aims and policies and practices of the academy.
- iii. To carry out such particular duties as are set out in the Teachers Pay and Conditions Document as the Headteacher may reasonably direct.
- iv. The days and the hours to be specified by your employer or by the Headteacher in accordance with the Teachers Pay and Conditions Document.
- v. The job description will be reviewed at the start of each academic year.
- vi. To be appraised every year in accordance with the academy's performance management policy.
- vii. To be committed to safeguarding and promoting the welfare of children and young people.

Responsibilities as Class Teacher

- i. To ensure that lessons are well planned and are appropriate for the age and ability of the children.
- ii. To prepare lessons appropriately and ensure all materials required are at hand.
- iii. To provide a well resourced and well organised teaching environment which assists learning.
- iv. To deliver lessons in a stimulating and professional manner and follow a regular timetable to ensure appropriate coverage of national curriculum subjects.
- v. To ensure work is marked according to the academy policy and assessments undertaken again in accordance with academy policies.
- vi. To make effective use of the academy's resources and provide an interesting and stimulating learning environment for all pupils within the class.
- vii. To maintain individual education plans for those children who have special needs.
- viii. To provide suitable pastoral care and to maintain good discipline for all the children in the class. To also have a general duty of care toward all the children in the academy and toward staff and other adults with whom you work.

- ix. To undertake duties and responsibilities related to monitoring the behaviour and management of the children in assemblies and on the playground.
- x. To attend planning meetings and provide appropriate planning according to schedules agreed with colleagues.
- xi. To actively support the academy's policy of providing extra curricular activities for pupils.
- xii. To fulfil all elements of the teachers standards

Agreed and Signed

Teacher _____ **Date** _____

Headteacher _____ **Date** _____