



HAWRIDGE & CHOLESBURY CHURCH OF ENGLAND SCHOOL

Hawridge, Chesham, Buckinghamshire HP5 2UQ

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Website: www.hawridge-cholesbury.bucks.sch.uk

Headteacher: Mrs Rosie Phillips

JOB DESCRIPTION

POST: Class Teacher

GRADE: MPS

RESPONSIBLE TO: Headteacher

1. Purpose of Job

To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher, thereby providing a safe, secure, stimulating environment in which each individual achieves his or her full potential.

2. Applicable Contract Terms and Duties

This Job Description is to be performed in accordance with the provisions of the School Teachers Pay and Conditions Document and within the range of duties set out in that document so far as is relevant to the postholder's title and salary guide. The post otherwise is subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

3. Relationships

The postholder is responsible to the Headteacher for his/her teaching duties and responsibilities and for teaching tasks. The postholder may be responsible for the supervision of the work of classroom assistants relevant to his/her responsibilities.

4. Particular Responsibilities

- 4.1 To plan and deliver teaching programmes that cover the National Curriculum and schemes of work in line with school policies and to evaluate and review them on a regular basis.
- 4.2 To teach, according to their educational and pastoral needs, pupils assigned to the teacher.
- 4.2.1 To monitor and evaluate the children's progress and welfare, thus enabling the School's policy on assessment, recording and reporting to parents to be delivered.
- 4.3 To maintain a well organised teaching area which displays children's work and has readily accessible resources.
- 4.4 To maintain a financial perspective of the resources used during the undertaking of duties and exercise appropriate levels of control to avoid waste or damage.
- 4.5 To control and oversee the use and storage of all resources and re-order stock when appropriate.
- 4.6 To maintain discipline in accordance with the School's Behaviour Policy, which includes playtime supervision.
- 4.7 To demonstrate a working knowledge of the School's Policies on Equal Opportunities and Health and Safety.

- 4.8 To effectively control administration systems for registration, recording and handling of money.
- 4.9 To liaise with members of staff on internal issues. This includes attendance at staff meetings.
- 4.10 To liaise, and provide reports as necessary for, external agencies and support services as and when appropriate.
- 4.11 To participate in the School's performance management system.
- 4.12 To participate in school and other training development.
- 4.13 To keep abreast of developments in education.
- 4.14 To be aware of, and to adhere to, all School Policies.

5. Curriculum Leader

Class Teachers will be asked to co-ordinate specific subjects of the Curriculum. See Curriculum Leader's Job Description.

This Job Description may be reviewed or amended after consultation between the Headteacher and Class Teacher.

Signed:

Mrs R Phillips
Headteacher

Name of Teacher

Date:

Date:.....