



Great Denham Primary School

Job description for class teacher MPS /UPS

1. Purpose of the Job

To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the head teacher.

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 relevant to the postholder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') 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 head teacher 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

The particular responsibilities attaching to the post of class teacher are as follows:

- (a) to teach, according to their educational needs, pupils assigned to him/her in the allocated class;
- (b) to control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of classroom assistant(s) relevant to the allocated class;

- (c) to maintain discipline in accordance with the rules and disciplinary systems of the school;
- (d) to contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole; and
- (e) to promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

5. **Key Tasks**

The key tasks attaching to the post of class teacher are as follows:

- (a) to monitor and report to parents on the progress of pupils in the allocated class;
- (b) to assess pupils' achievements and progress in accordance with arrangements agreed within the school; and
- (c) to mark class attendance registers.