

## Job Description

**SERVICE AREA:** Children and Young People Service

**SECTION:** Schools

**POST TITLE:** Class Teacher

**LOCATION:** Gomersal Primary School

**GRADE/SCALE:** Main Pay Scale

### **PURPOSE OF POST**

To have Qualified Teacher Status and to be responsible for carrying out the professional duties set out in the most recent Teachers' Pay and Conditions Document as directed by the Headteacher, within the context of the job description set out below.

#### **1. Professional Duties**

- 1.1 To carry out the duties of a school teacher as described in the School Teachers' Pay and Conditions Document.
- 1.2 To carry out the duties of a school teacher in accordance with the LA's Local Conditions of Service.

#### **2. Teaching Duties**

- 2.1 To teach pupils in the primary age range.
- 2.2 To ensure the effective education and welfare of pupils in your charge in line with agreed aims and objectives of the school, policy statements and schemes of work, by preparation, provision and review of class-based activities, including appropriate coverage of the National Curriculum.
- 2.3 To maintain a high quality of classroom organisation and teaching, managing resources effectively in accordance with school policy.
- 2.4 To expect and maintain high standards of behaviour from the pupils, both inside and outside the classroom, promoting good behaviour and positive relationships in accordance with the school's behaviour policy.

- 2.5 To provide a sound education for all pupils in your care, deploying any allocated support staff effectively and using different teaching strategies and adaptations to maximise the potential of each child in all areas of their development.
- 2.6 To provide children with the opportunities to manage their own learning and become independent learners.
- 2.7 To work closely with colleagues to undertake the long, medium and short-term planning and the development and implementation of agreed schemes of work.
- 2.8 To undertake and maintain effective assessment procedures and keep accurate records according to school policy, including records/reports of each child's development and progress. To pass on such information to: parents, Governors, school staff and other outside agencies when required.
- 2.9 To make appropriate educational provision and maintain careful records for those children with special educational needs – devising activities appropriate to needs, evaluating progress and enlisting the support and co-operation of parents.

### **3. General Duties**

- 3.1 To participate fully in the life of the school.
- 3.2 To promote the school's vision, values and aims.
- 3.3 To maintain a high standard of display both in the classroom and in other areas of the school.
- 3.4 To undertake appropriate professional development relevant to the post, including self-directed reading, courses and in-service training.
- 3.5 To share with other colleagues the day-to-day or emergency arrangement for the supervision of pupils and the maintenance of good order and the school's timetable.
- 3.6 To undertake any other duties that may be reasonably required within the scope of the post.
- 3.7 To undertake such other duties and responsibilities of an equivalent nature as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.
- 3.8 The postholder's duties must at all times be carried out in compliance with the Council's Equality and Diversity Policy and other policies designed to protect employees or service users from harassment.
  - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
  - b) Co-operate with management of the service as far as is necessary to enable the responsibilities placed upon the service under the Health and Safety at Work Act to be performed, eg operate safe working practices.

- c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be, for example, from minority ethnic communities, women, disabled or older people, lesbians or gay men. The postholder should also counteract such practice or behaviour by challenging or reporting it.

### 3.9 Safeguarding

As part of your wider duties and responsibilities, you are required to promote and actively support the School's/LA's responsibilities towards safeguarding.

#### KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

#### CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

#### SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue: .....

Signature of Post holder .....

Signature of Headteacher

---

**RESPONSIBLE TO:        HEADTEACHER**

---

<b>JD Reference No</b>	
<b>JD Prepared / Amended</b>	12 May 2023
<b>Refers to Estab(s)</b>	Gomersal Primary School