



GRAYSHOTT CE PRIMARY SCHOOL

School Road • Grayshott • Hindhead • Surrey • GU26 6LR

Headteacher: Mr Richard Austin BA (Hons) PGCE

Telephone: 01428 605596

Email: adminoffice@grayshott.hants.sch.uk

www.grayshott.hants.sch.uk

Class Teacher Job Description (MPS)

Responsible to: Headteacher

The responsibilities listed below are complimentary to the Conditions of Service for Teachers.

Duties and Responsibilities:

Be responsible for the education and development of a class of children.

Use appropriate teaching methods in line with the school's policy for teaching and learning, to enable all children in the class to learn according to their age, aptitude and ability.

Produce appropriate short term planning based on the school's Long and Medium Term Plans for the class and attend planning meetings as required by senior staff.

Mark, monitor and assess pupils work and offer feedback in accordance with the school's policy.

Maintain adequate records, in accordance with the schools Policy for Assessment and as required by the LA and QCA, about the children in the class.

Set targets and track progress in line with school policy.

Maintain a cheerful, well-organised and stimulating learning environment in the classroom, reviewing their own and the children's standards regularly.

Liaise with colleagues and parents on the needs and progress of children in the class, including two formal parent consultations a year, and an annual written report.

Treat as professional confidences, any information concerning individuals, gained in the course of working in the school.

Follow the school's Positive Behaviour Management Policy and maintain appropriate records.

Work within school and LA Child Protection Policies to ensure the safeguarding of children in their care.

Undertake such supervision duties as are required, including weekly playtime duties.

Attend staff meetings and after school activities as deemed reasonable.

Work in accordance with the school's Performance Management Policy and undertake appropriate INSET and continuing professional development.





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Take on and embed in personal practice, new school initiatives as identified in the school improvement plan.

Use new Information Technology, both in the classroom with the children to support their work across the curriculum and to support professional duties.

Lead and manage an area of school improvement as directed by the Headteacher, if appropriate (not NQT)

Lead and manage a whole school area of responsibility as directed by the Headteacher, if appropriate (not NQT)

This job description will be reviewed annually and as necessary to support the changing needs of the school.

It should be read in conjunction with the DCFS Professional Standards for teachers.

<http://www.tda.gov.uk/teachers/professionalstandards.aspx>



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