

COVE INFANT SCHOOL



Job Description

Position: CLASS TEACHER

Responsible To: HEADTEACHER

Professional Duties

(1)

- (a) being responsible for protecting and promoting the health and welfare of children, including following the correct safeguarding procedures at all times
- (b) planning and preparing lessons
- (c) teaching according to their educational needs the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere
- (d) assessing, recording and reporting on the development, progress and attainment of pupils in each case having regard to the policies of the school and the National Curriculum

Other Activities

(2)

- (a) safeguarding & promoting the health and welfare of the pupils in the class and across the school
- (b) promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her
- (c) providing guidance and advice to pupils on educational and social matters
- (d) communicating and consulting with the parents of pupils
- (e) communicating and co-operating with external agencies
- (f) participating in meetings arranged for any of the above

Assessments and Reports

- (3) providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

Performance Management

- (4) participating in arrangements made for performance management.

Review - further training and development

(5)

- (a) reviewing from time to time his/her methods of training and teaching and programmes of work
- (b) participating in arrangements for his/her further training and professional development

Educational Methods

(6) advising and co-operating with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Behaviour

(7) maintaining good order and behaviour among the pupils and safeguarding their health and safety, both when they are authorised to be on school premises and when they are engaged in authorised activities elsewhere.

Staff Meetings

(8) participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

Management

- (9)
- (a) co-ordinating, managing/leading or contributing to certain subject areas throughout the whole school (negotiable with Headteacher).
 - (b) directing classroom LSAs in an appropriate and effective manner.

Administration

(10) attending assemblies, acts of worship, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

EXERCISE OF GENERAL PROFESSIONAL DUTIES

A teacher shall carry out the professional duties of a school teacher as circumstances may require and shall perform, in accordance with any directions which may reasonably be given to him/her by the Headteacher from time to time, such particular duties as may reasonably be assigned to him/her and in line with the 2016 pay and conditions document and the DfE Teachers Standards.

The job description may be reviewed at each Performance Management interview, or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Date updated: June 2025

This job description is subject to review.