



NEWCASTLE  
UNDER  
LYME  
SCHOOL

JOB DESCRIPTION

Job Title	:	Class Teacher
Current Post Holder	:	
Responsible to	:	The Headmaster, Head of Newcastle-under-Lyme Junior School, Deputy Head of Newcastle-under-Lyme Junior School
Responsible for	:	Class Teaching
Frequent Working Contact with	:	All Staff in Newcastle-under-Lyme Junior School
Work Base	:	Newcastle-under-Lyme Junior School
Job Description Prepared	:	March 2019
Job Description to be Reviewed	:	September 2020

Fundamental Duties:

- The Teacher shall carry out his/her professional duties under the reasonable direction of the Head of Newcastle-under-Lyme Junior School and the Headmaster.
- The Teacher shall perform particular duties as may be reasonably assigned to him/her.
  - Planning and preparation of lessons and courses.
  - Teaching pupils assigned to him/her at an appropriate level, including the setting and marking of work carried out by pupils.
  - Assessing, recording and reporting on the development, progress and attainment of pupils, including their personal and social needs, in a manner consistent with School policy and practice.
- Promoting the general progress and well-being of individual pupils and of any class or group assigned to him/her.
- Providing guidance and advice to pupils on educational and social matters.

- Communicating and consulting with professional colleagues.
- Provide or contribute to oral and written assessments, reports and references relating to pupils.
- Reviewing at regular intervals personal methods of teaching and programmes of work.
- Participate in arrangements for further training and professional development.
- Participate in meetings related to the curriculum or administration and organisation.
- Maintain good order and discipline among the pupils in all areas of the School and on authorised activities outside the School. Supervise pupils as far as practically possible when other staff are not at hand.
- Participate in administrative and organisational tasks, including the management of persons providing teacher support.
- Participate in ordering equipment and materials for the classroom and take responsibility for classroom material presentation.
- Attend at assemblies and other appropriate whole school meetings, plus registration of pupils in accordance with School Policy.
- The Teacher should undertake a fair share of supervisory duties and respond at all times to emergencies.
- The Teacher should contribute to the co-curricular life of the School.
- Responsibilities also include other duties and responsibilities contained in the Contract of Employment and Letter of Appointment.

### **General:**

- Any other duties deemed appropriate to the skills and competences of the post holder by the Head of Newcastle-under-Lyme Junior School.

### **Notes:**

- This job description will be reviewed biannually and will be used as a basis for appraisal of the post holder.
- It is subject to amendment and change according to the wishes of The School Governors and in consultation with the incumbent.

- The School Governors, Headmaster and Head of Newcastle-under-Lyme Junior School reserve the right to give any member of staff extra responsibilities as the need arise and after consultation.

Signature of Post Holder : \_\_\_\_\_

Signature of Head of Newcastle-under-Lyme Junior School : \_\_\_\_\_

Date : \_\_\_\_\_