

# **ORCHARD MANOR SCHOOL**

## **JOB DESCRIPTION – KEY STAGE 3 CLASS TEACHER**

**Name:**

**Job Title:** *Key Stage 3 Class Teacher*

**Responsible to:** *The Executive Principal/Head of School*

**Hours of Work:** *As outlined in para 36 of the Teacher's Pay and Conditions Document 1993.*

### **Specific Areas of Responsibility:-**

*To act as KS3 Co-ordinator with responsibility for teaching Maths, English, PSHE and Social Interaction.*

### **Duties will include:-**

1. (a) *Planning and preparing courses and lessons.*  
(b) *Teaching, according to their educational needs, the pupils assigned to you including the setting and marking of work to be carried out by the pupil in school and elsewhere.*  
(c) *Assessing, recording and reporting on the development, progress and attainment of pupils.*
2. (a) *Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.*  
(b) *Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.*  
(c) *Making records of and reports on the personal and social needs of pupils.*  
(d) *Communicating and consulting with the parents/guardians of pupils.*  
(e) *Communicating and co-operating with persons or bodies outside the school.*  
(f) *Participating in meetings arranged for any of the purposes described above.*
3. *Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.*
4. *Participating in arrangements made in accordance with the Education (School Teacher Appraisal) Regulations 1991 for the appraisal of your performance and that of other Teachers.*
5. (a) *Reviewing from time to time your methods of teaching and programmes of work.*

- (b) *Participating in arrangements for your further training and professional development as a Teacher.*
6. *Advising and co-operating with the Executive Principal and other Teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.*
  7. *Maintaining good order and discipline among the pupils and safeguarding their health and safety when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.*
  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.*
  9. *Supervising, and so far is practicable, teaching any pupils whose Teacher is not available to teach them. (See paras 37.9.1, 37.9.2, and 37.9.3 of the Teachers' Pay and Conditions document for clarification).*
  10. *Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.*

*Signed* ..... *Mark Rose*

*Date* .....

*Signed* .....

*Date* .....