



## **Job Description for Full-Time Class Teacher**

### **Purpose**

To carry out the duties of the Teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions.

- ③ To implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.
- ③ To facilitate, support and monitor the overall progress and development of your class.
- ③ To foster a learning environment and educational experience which provides pupils with the opportunity for fulfil their individual potential.
- ③ To share in the development of the school curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.
- ③ To support and contribute to the school's responsibility for safeguarding children.

### **Reporting to:**

- ③ Headteacher and Leader of Learning.

### **Responsible For**

- ③ Directing and supervising the work of the support staff in the classroom and to ensure that they are always progressing the learning of pupils.
- ③ Co-operation and liaison with other professionals, including fellow staff and colleagues from external agencies (for example, health professionals and social workers).

### **Generic Responsibilities**

- ③ To teach pupils in your class according to their educational needs, including the setting and marking of work.
- ③ To assess, record and report on the attendance, progress, development and attainment of assigned pupils and keep such records as are required by the school's systems.
- ③ To ensure a high-quality learning experience for pupils, which meets internal and external quality standards.
- ③ To use a variety of delivery methods appropriate to pupils' learning styles and the varying demands of curriculum areas.
- ③ To provide a positive, safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.

- ③ To set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy and systems.
- ③ To participate in duty and assembly rotas.
- ③ To be responsible for the leadership of a curriculum area, including ensuring a relevant and appropriate curriculum policy is produced and reviewed, according to the school's schedule, and is complimented by associated schemes of work.
- ③ To monitor and evaluate learning within the curriculum area in line with the school's monitoring cycle. (This may include observation or use other approaches, work sampling, planning, review etc).
- ③ To collate and analyse information relating to the standards achieved in the curriculum for presentation to the Leadership Team.
- ③ To audit resources in the curriculum area.
- ③ To secure and allocate the resources necessary to deliver the curriculum area within an allocated budget.
- ③ To advise and support other members of staff on the content and delivery of the curriculum area.
- ③ To identify and secure provision of appropriate in-service professional development in relation to the curriculum area, with the support of the Leadership Team.
- ③ To contribute to the formulation and evaluation of the school's assessment practice in relation to the area of the curriculum for which lead responsibility is held.
- ③ To communicate effectively with parents of pupils and with persons or bodies outside the school who are concerned with the welfare of pupils, after consultation with appropriate staff.
- ③ To contribute to the personal, social, health, citizenship and enterprise education of pupils according to school policy.
- ③ To work as a member of a designated phase and contribute positively to effective working relationships within the school.
- ③ To actively engage in the appraisal process.
- ③ To contribute to the formulation and implementation of the School Development Plan and associated action plans, as appropriate.
- ③ To play a full part in the life of the school community and support extra-curricular opportunities.
- ③ To follow and actively promote the school's policies.
- ③ To comply with health and safety policy and undertake risk assessments as appropriate.
- ③ To actively pursue own personal and professional development.