



## Job Description: Class Teacher

*The Directors and staff at the Learning for Life Education Trust schools are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment.*

*The Trust is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.*

**Job Title:** Class Teacher

**Salary:** Teachers Main Scale

### **Job Purpose:**

The Class Teacher will:

- Carry out the duties of this post with the remit outlined in the School Teachers' Pay and Conditions document.
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
- Ensure that the current national conditions of employment for schoolteachers are met.
- To consistently meet the Teachers standards as outlined by DFE.

### **Duties:**

The Class Teacher will:

- Implement agreed school policies and guidelines.
- Support initiatives decided by the Headteacher and staff.
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- Teacher high quality stimulating lessons appropriate to the children's needs and abilities.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Report to parents on the development, progress and attainment of pupils.
- Maintain constructive and supportive relationships with parents.
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation.
- Communicate and co-operate with specialists from outside agencies.
- Lead, organise and direct support staff within the classroom.
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.
- To promote and follow school improvement plans.
- To work in collaboration with the other members schools of the Trust.

**Leadership Responsibilities:**

**ECT's are not expected to be experts but are expected to support experienced team members.**

**Add to their own knowledge by:**

- Attending meetings, courses, as appropriate.
- Knowing where to go for help, advice, and information.

**Be aware of current practice / present requirements / new developments by:**

- Working in line with the school's agreed guidelines and policy documents.
- Having knowledge of the statutory requirements and any non-statutory guidance.
- Keeping up to date with news at national, county, cluster and school levels.

**Promote the subject by:**

- Raising staff awareness.
- Promoting parental understanding.
- Initiating developments (with reference to school development plan).
- Organising events as appropriate.

**Promote continuity and liaison by:**

- Leading the development and review of whole-school policies.
- Co-ordinating the development of schemes of work for each year group.
- Monitoring the use of schemes of work, materials, and equipment.
- Furthering the sharing of ideas and experience within the school.
- Being the contact person for people/places beyond school, for other schools.
- Developing liaison beyond the school as appropriate.

**Give support to other staff by:**

- Providing access to information.
- Responding to requests.
- Helping towards resolving difficulties wherever possible.
- Leading staff meetings.
- Knowing about training available and facilitate this.
- Giving help with teaching if appropriate.

**Be responsible for resources by:**

- Knowing what resources there are in school.
- Being responsible for school-based resources.
- Taking charge of storage and maintenance of items for general use.
- Keeping records of stock and orders as appropriate.
- Making planned use of budget allocations.
- Being aware of, and gather information about resources beyond the school, including people and places.

**Monitor and Evaluate Provision by:**

- Carrying out planned activities to monitor and evaluate provision.
- Liaising with the school's Senior Leadership Team and Local Governing Body and also with the Trust's CEO, Senior Leadership Team and Directors when appropriate.