

# John Ray Infant School

Notley Road, Braintree, Essex CM7 1HL

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**Executive Head** Holly Gibson  
**Head Teacher:** Lisa Christian



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## Job Description

**Job title:** Class Teacher

**Scale:** Teachers' Main Scale

**Responsible to:** The Executive Headteacher, Head of School and the Local Governing Body of the school

### Responsibilities:

To take responsibility for the education and welfare of children as determined by the Executive Headteacher and Head of School and in accordance with the duties listed below:

- Carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document;
- Undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England;
- Having due regard to the requirements of the National Curriculum, LA and school policies;
- 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.

### As a Class Teacher you will:

- Implement agreed school policies and guidelines;
- Support initiatives decided by the Head of School 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 secure, happy and stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- Keep appropriate and efficient records, integrating formative and summative assessment into planning;
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
- Report to parents on the development, progress and attainment of pupils;



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- Promote the school's behaviour for learning policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Make effective use of ICT to enhance learning and teaching;
- Lead, organise and direct support staff and other adults within the classroom;
- Participate in the professional development conversations programme.

Postholder's signature:

Print name:

Date:

Signed on behalf of the  
school:

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