

RUSSELL LOWER SCHOOL

JOB DESCRIPTION

Job Title: Class Teacher

Scale/Grade: UQT/MPS/UPS

Educational Establishment: Russell Lower School, Ampthill

Responsible to: Headteacher/Deputy Headteacher/Phase Leader

Responsible for: Directing Learning Support Assistants within the class or year group

Job Purpose: All Teachers are expected to abide by the rules and regulations set out in the DfE School Teachers Pay and Conditions Document and meet the Teaching Standards in addition to having relevant Safeguarding training

Main Duties and responsibilities:

A class teacher will be expected:

- To meet the expectations set out in the teaching standards
- To be responsible for a class of children and to promote good progress and well-being of the individuals within it
- To promote and encourage good behaviour amongst all children in the school, following the school's behaviour policy
- To plan and prepare appropriate programmes of work in line with the school Early years and National Curriculum guidelines and to seek advice as necessary
- To prepare all written planning in accordance with the school policy to enable all children to make good progress
- To match work to children's individual needs and to provide programmes of work for disadvantaged children, including those with SEND, liaising with the special educational needs co-ordinator
- To create an attractive and stimulating environment within the classroom and the school and to place emphasis on the careful and imaginative display of children's work

- To organise effective and careful storage and use of classroom and school equipment and resources
- To maintain good order and discipline amongst children, particularly, but not only, for whom one has class responsibility, be they in the classroom, other areas of the school, or on school trips/outside of school
- To abide by the staff handbook, school policies and know that the post holder must at all times carry out his/her job responsibilities with due regard to Equal Opportunities
- To monitor and track children's progress and attainment and use this information effectively to plan for appropriate next steps. To complete school records, organise this information for reporting to parents and senior staff or governors and to facilitate transfer arrangements from class to class and school to school, providing effective transition
- To develop personal and professional skills and knowledge which will enhance his/her teaching and pupil's learning
- To plan activities and events that enrich and supplement the school's curriculum
- To effectively lead an area of the curriculum across the school
- To carry out any other relevant duties at a similar level and responsibility as may be required from time to time as prescribed by the Headteacher

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