



## **Job Description**

**Job Title : Class Teacher**

**Responsible to : Headteacher and Senior Leadership Team**

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### **Purpose of the Job**

- To carry out the duties of a class teacher as set out in the School Teachers' Pay and Conditions Document
- To ensure the effective education of the pupils for which you have responsibility, providing a broad, balanced, relevant and differentiated curriculum in order to promote their intellectual, physical, moral, spiritual and cultural development throughout the curriculum
- To maximise the potential of each child in all areas of his or her development

### **Responsibilities**

- To the children for who you are responsible at any one time, for their effective learning safety and good behaviour
- To pupils and colleagues for your own professional development
- To colleagues for their support and professional development
- To parents and pupils, to ensure effective and constructive home/school liaison
- To the Senior Leadership and Governors of the school

### **Duties**

- Meet the expected standard of a qualified teacher as outlined in the September 2012 Teaching Standards and to meet the standards of the School's Policies.
- Plan, monitor and evaluate lessons and activities that lead to the effective education of the children in your charge according to need and to develop in them the ability to take responsibility for their own learning
- Plan and mark work appropriately
- Regularly assess, record and report on the children's development, progress, attainment and needs of each pupil in your charge
- Set targets, based on prior attainment, for pupils' learning
- Maintain effective records in relation to progress of individual children and of the class
- Identify able pupils and those with special educational needs, working with both the Lead Teacher and parents to give effective and targeted support where needed
- Inform and consult with parents on a regular basis
- Work towards the development and maintenance of an effective and constructive partnership with parents
- Plan and liaise with support staff and other adults in class, deploying them effectively where appropriate
- Ensure high standards of behaviour in your class, and share in the whole school responsibility for the well-being and discipline of all pupils, developing a Rights Respecting ethos to support their development as citizens
- Have regard to equal opportunities and inclusion at all times
- Communicate, liaise and co-operate, as appropriate, with the Head Teacher, Senior Leadership Team, school staff and any representatives of outside/support agencies regarding pupils in your charge.

- Participate in staff meetings, INSET training and other appropriate activities for the development of your own professional skill and knowledge
- Take responsibility for an area of the curriculum
- Maintain a well-organised, safe and tidy learning environment and provide a high standard of display both in the classroom and around the school
- Awareness of Health and Safety by being responsible for duty of care for yourself and others at all times, ensuring safer working practices are followed
- Support the policy of the school with regard to extra-curricular activities by sharing expertise or interests with children through Clubs
- Support and contribute towards the underlying aims and ethos of the school
- Carry out other duties as may from time to time be reasonably assigned by the Head Teacher operating within the provisions of the School Teachers' Pay and Conditions document.

This job description and the allocation of specific responsibilities may be amended from time to time, in negotiation with the postholder. It will be reviewed on an annual basis.

### **Subject Leadership (applicable for M2-M6 + UPS)**

- Co-ordinate an agreed subject across the school, ensuring that the policy, action plan, scheme of work, planning and resources assist and promote continuity, progression and high standards;
- According to the agreed policy, monitor the quality and standards of teaching and learning in the agreed subject
- Manage the budget, ensuring there are appropriate resources to deliver the teaching and enthuse the pupils;
- Undertake appropriate training;
- Advise and support other members of staff on aspects of the agreed subject;
- Keep up to date professionally by reading and following a programme of professional development.