

# Job Description: Class Teacher

## Job Title: Class Teacher

## Salary: Main scale

### Job Purpose:

The Class Teacher will:

- 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.
- meet all National Teacher standards.

### Main Duties:

The Class Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher and senior 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;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to pupil progress meetings half termly providing information and being accountable for pupils' progress.
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- mark according to school's policy including regular 'next step' feedback.
- participate in meetings which relate to the school's management, CPD, 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.

## Person Specification: Class Teacher

|                                    | <b>Essential</b>  | <b>Desirable</b>   |
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| <b>Qualifications</b>              | Qualified Teacher status  | Evidence of continuous INSET and commitment to further professional development  |
| <b>Experience</b>                  | The Class Teacher should have experience of:<br>teaching at Key Stage   | In addition, the Class Teacher might have experience of:<br>teaching across the whole Primary age range;<br>working in partnership with parents.   |
| <b>Knowledge and understanding</b> | The Class Teacher should have knowledge and understanding of:<br><br>the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);<br><br>statutory National Curriculum requirements at the appropriate key stage;<br><br>the monitoring, assessment, recording and reporting of pupils' progress;<br><br>the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;<br><br>the positive links necessary within school and with all its stakeholders;<br><br>effective teaching and learning styles. | In addition, the Class Teacher might also have knowledge and understanding of:<br><br>the preparation and administration of statutory National Curriculum tests;<br><br>the links between schools, especially partner schools. |

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| <b>Skills</b>                   | <p>The Class Teacher will be able to:</p> <p>promote the school's aims positively, and use effective strategies to monitor motivation and morale;</p> <p>develop good personal relationships within a team;</p> <p>establish and develop close relationships with parents, governors and the community;</p> <p>communicate effectively (both orally and in writing) to a variety of audiences;</p> <p>create a happy, challenging and effective learning environment.</p> <p>Provide high quality feedback 'next step' marking.</p> | <p>In addition, the Class Teacher might also be able to:</p> <p>develop strategies for creating community links.</p> |
| <b>Personal characteristics</b> | <p>Approachable</p> <p>Committed</p> <p>Empathetic</p> <p>Enthusiastic</p> <p>Organised</p> <p>Patient</p> <p>Resourceful</p>   |  |