

Sandhurst Primary School

Job Description for **Class Teacher**

To carry out duties of a teacher set out in the statutory conditions of employment for teachers as defined in the School Teachers' Pay and Conditions Document.

- To be responsible for the day to day teaching of a class, planning for individual needs of pupils of all abilities.
- To work as part of the team, maintaining good working relationships with other school staff.
- To plan all relevant aspects of the curriculum for each pupil and the class as a whole, according to the school plans and schemes of work.
- To work co-operatively with and plan work for teaching assistants.
- To work co-operatively with other professionals responsible for the needs of the pupils.
- To plan, assess and keep records of pupils' progress and prepare annual reports according to the schools procedures.
- To organise and lead assemblies as planned.
- To maintain positive relationships with parents, families and carers.
- To develop awareness of, and take part in, the life of the school as a whole.
- To attend staff meetings, year group, and parents meetings fully prepared with relevant documents and information.
- To keep up to date professionally by reading, attending relevant courses and liaising with other professionals.
- To fully develop an awareness of school, and LA policies and guidelines and implement these.
- To celebrate diversity and challenge prejudice in all aspects of work.
- To present all aspects of the school positively and professionally to parents and other professionals.
- To support the school in safeguarding and promoting the welfare of all children and young people.