



## **Class Teacher Job Description**

**Responsible To:** Headteacher

## **Main Purpose of the Role**

To carry out the duties of a class teacher in accordance with the school's policies and procedures, in pursuit of high standards of children's achievement.

To follow the Staff Code of Conduct which entails meeting the Teacher Standards, Performance Management targets and the standards of the school dress code.

To fulfil their job description, and to ensure they have read, understood and follow all safeguarding guidance including; the Safeguarding Policy, Keeping Children Safe in Education: Information for all School and College Staff (from Working Together document) and the Guidance for Safer Working Practice for Adults who work with Children and Young People.

## **Objectives**

- To ensure children's entitlement of the National Curriculum.
- To raise standards of children's achievement.
- To foster excellence, enjoyment and satisfaction in the study of the curriculum.
- To contribute to the life of the school.
- To safeguard children's wellbeing.

## **Key Duties and Responsibilities**

- To be mindful of children's safeguarding and pastoral care, including the need for good health, safety and security.
- To help children acquire knowledge, skills and understanding appropriate to their level of development.
- To monitor the knowledge, skills and understanding that the children have acquired.
- To engage and maintain children's interest.
- To create opportunities to celebrate achievements and encourage self-confidence.
- To maintain appropriate systems of planning, assessment and record keeping, and report to parents and others as required.

## **Key Outcomes**

- Staff fully contribute to the development and implementation of school policies and practices and uphold these on a consistent basis.
- Staff recognise their accountability for their tasks and the school's success.
- Relationships are positive and promote learning.
- Continuity and progression occurs between year groups, to maximise children's development across the school.
- High expectations are set for all pupils.
- Pupils are enthusiastic and motivated to learn and make progress in relation to their prior attainment.
- Lessons are well planned and prepared, are delivered with pace, with clear, shared objectives and cater for the differing abilities of the children.

- Effective feedback is given to children through regular and thoughtful marking and discussion of learning, and progress towards targets.
- Assessments of pupils, informs the planning for individual children.
- Pupils are well prepared and ready for end of year tests and other statutory checks.
- Good order and discipline are maintained throughout the school, through the promotion of excellent conduct and behaviour by all.
- Other adults are deployed effectively, to work in the class, and students and/or work experience pupils are supported and developed when attached to the class.
- Ongoing professional dialogue of children’s welfare and progress towards targets occurs with parents, SENDCO, and others as required.
- Continuing professional development for the school’s development and for agreed personal targets.
- Relevant documentation e.g. Pay and Conditions, Code of Conduct, Performance Management, are all understood and followed.
- Information relevant to the profession is actively sought.
- Any other task as reasonably expected by the Headteacher.
- To maintain confidentiality at all times.

Kaleidoscope Multi-Academy Trust are committed to ensuring outstanding safeguarding procedures and to promote the welfare of our pupils. The post holder is subject to the provisions of all child protection legislation, recruitment checks, DfE requirements, school level policies and Kaleidoscope’s central policies governing staff who work with children.

Central to the planning and systems of Kaleidoscope Multi-Academy Trust are our 5 C’s:

1. Our schools are **Child-centric** (focusing on the whole child)
2. **Creative** and innovative
3. **Community** focused
4. **Collaborative** but distinctive
5. We have a **Culture** of high expectations and excellence, striving for and sharing best practice.

*Please Note:* This job description may be amended at any time following consultation between the CEO, Kaleidoscope Trust Board or Senior Leadership staff within a specific school(s) and LGB(s).

### **Job Description Acknowledgement**

I have reviewed this job description and understand the duties and responsibilities involved. I am able to perform the essential functions as outlined and other tasks which may be involved. I have discussed any questions that I may have had about this role prior to signing this form.

Employee Signature: ..... Date: .....

Signed (& Initialed) on behalf of school: ..... Date: .....

*Please issue school stamp below if applicable.*