



**Class Teacher**  
*Job Description*

**Job Title: Class Teacher**

**Scale: Main Scale and Upper Scale**

**Job Purpose:**

As directed by the Head, 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 and meet school criteria and policy
- maintain the positive ethos and core values of the school, both inside and outside the classroom and adhering to established ground rules of professional conduct
- 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.

**Duties:**

The Class Teacher will:

- uphold the ethos and values of our Church of England School;
- carry out the professional duties of a teacher;
- teach a class at any level throughout the school;
- implement agreed school policies and guidelines;
- support initiatives decided by the Head and 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 that emphasises academic, personal and social skills across the curriculum that will contribute to pupil's knowledge and understanding in all areas and where resources can be accessed appropriately by all pupils and follow the agreed school procedure for display and presentation of pupils' work;
- ensure that accurate marking and assessment procedures are followed so that pupils' progress is ensured and measured and can be reported;

- keep appropriate and efficient records including electronic records, integrating formative and summative assessment into long, medium and weekly planning in formats as directed by the Head;
- report to parents on the development, progress and attainment of pupils;
- form positive relationships with all pupils to promote achievement in all areas, maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in assemblies, briefings, INSET, meetings which relate to the school's management, curriculum, administration or organisation; to impact on enjoyment, achievement and standards;
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff within the classroom and as directed by the Senior Leadership Team;
- create, maintain and enhance a professional and harmonious working relationship with all members of the wider community, staff, governors, parents, other professionals and children;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers and support staff;
- participate fully in the school self-evaluation process including lesson observations and other appropriate evaluation activities (such as work and planning samples, moderation etc);
- maintain a professional development record and be committed to continuous professional development and practice;
- Post Threshold Teachers will also need to undertake duties to ensure they meet the TDA's standards for post threshold teachers;
- Lead a subject or aspect area as determined by the Head and undertake additional duties as reasonably requested;
- Carry out any reasonable request of the Headteacher, or Deputy Headteacher or Assistant Headteacher in the Headteacher's absence;

This job description may be reviewed at any time.

Class Teacher \_\_\_\_\_

Headteacher \_\_\_\_\_

Date \_\_\_\_\_