



Job Description: Class Teacher (Maternity Cover)

Job Title: Class Teacher

Responsible to: Headteacher/Senior Leadership Team

Core Purpose of Post

- To provide a high quality educational experience for all children.

General Duties and Responsibilities of a Qualified teacher

- To carry out the duties of a school teacher as set out in the 'School Teachers' Pay and Conditions Document'
- To continue to meet the National Teaching Standards.

Knowledge and understanding

- Have knowledge of and keep up to date with National Initiatives, National Curriculum and the Agreed Syllabus for Religious Education.
- Understand how pupils' learning is affected by their spiritual, physical, intellectual, emotional and social development
- Select and make good use of ICT skills for classroom and management support
- Be familiar with the school's current policies and procedures as outlined in policy documents
- Understand and know how national, local comparative and school data including National Curriculum test data can be used to set clear targets for pupil's achievement

Planning, teaching and class management

- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher 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, 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 parents on the development, progress and attainment of pupils;
- maintain positive behaviour for learning, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, 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 school's appraisal process

Monitoring, Assessment, Recording, Reporting and Accountability.

- Assess and record each pupil's progress systematically with reference to the schools current practice, including the social progress of each child and use the results to inform planning
- Mark and monitor class work and homework, providing constructive feedback and setting targets for future progress
- Provide reports on individual progress to the Headteacher and parents as required.

Other Professional requirements

- Adhere to the school's safeguarding procedures and attend child protection training when required
- Establish and maintain effective working relationship with professional colleagues and parents
- Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post
- Willingly and proactively take part in activities and events to support continuing professional development

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed regularly and may be subject to modification and amendment after consultation with the post holder.

Signed postholder

Date

Signed head teacher

Date

Review date.