



## Job Description

Job Title	<b>Class Teacher</b>
Grade	Dependent on experience
Hours Per Week	Full Time
Responsible to	Headteacher
Line Manager	Leadership Team Member
Qualifications or Training:	Qualified Teacher Status (QTS) Teachers Skill tests. Good English and Maths skills.

### Purpose of Role

- Teach a class of children within the primary age;
- Plan and prepare lessons;
- Maintain a tidy and orderly classroom with attractive, informative child-centred displays and well-managed resources;
- Promote and sustain a productive, disciplined and calm classroom environment;
- Meet the educational needs of all pupils through the differentiation of tasks when appropriate;
- Have regard for the specific needs of pupils with special educational needs and ensure equality of access to the curriculum;
- Ensure the good progress and well-being of individual pupils for any class or group assigned;
- Communicate and co-operate with colleagues in relation to both pupils in the class and wider school issues;

### General Requirements

- Contribute to the overall ethos, work and aims of the school;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Work with and support the role of other school staff and professionals from outside agencies;
- Take/attend assemblies;
- Be responsible for the delegation and supervision of the work of teaching assistants within your class;

### Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- All staff are expected to act in a professional manner at all times;

- All members of staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom she/he has contact;
- All staff need to adhere to and ensure compliance with the school's safeguarding and child protection policies/procedures at all times;
- If, in the course of carrying out the duties, a member of staff becomes aware of any potential risks to safety or welfare of children/adults s/he must report concerns to the school's Designated Lead for Child Protection;
- Maintain good order and discipline among the pupils so as to safeguard their health and safety both on the school premises and when they are engaged in school activities elsewhere in line with the School Behaviour Policy;

#### **Assessment and Reporting**

- Assess, record and report on the development, progress and attainment of pupils both in oral and written form;
- Communicate and consult with the parents of pupils, both informally and at formal parents evenings;
- Communicate and co-operate with other professionals or outside agencies and participate in relevant meetings;

#### **Support for Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs;
- Implement local and national initiatives and make effective use of opportunities provided by other learning activities to support the development of pupils' skills;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- Help pupils to access learning activities through personalised learning and specialist support;
- Determine the need for, prepare and maintain general and specialist equipment and resources;
- Take a lead on a curricular area of interest as agreed with the Head teacher;

#### **Training and Personal Development**

- Participate in all meetings at the school which relate to the curriculum or to the administration or organisation of the school;
- Participate in the arrangements for teacher performance management;
- Review and reflect, both formally and informally, on methods of teaching and programmes of work;
- Participate in arrangements for further training and professional development of the curriculum, methods of planning, learning and teaching, assessment and pastoral care;
- Advise and co-operate with the Headteacher and other teachers on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

## **Other General Requirements**

- Demonstrate an understanding of, and commitment to, equal opportunities for all, irrespective of race, disability or gender.
- Attend to the children's basic first aid and care needs as appropriate.
- Assist with the supervision of pupils out of lesson times, including playtimes, before and after school as well as at lunchtimes if required to do so.
- Be aware of and celebrate difference, ensuring all pupils have access to opportunities to learn and develop.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Attend appropriate staff meetings and participate in training sessions and other learned activities as required.
- Assist in the supervision, training and development of staff.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.
- **Carry out any other related duties, as directed by the Headteacher, commensurate with the general level of responsibility of the post.**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to undergo appropriate checks, including an enhanced DBS check.