**Class Teacher**

Job Description

To carry out professional duties and work to achieve the school’s aims and objectives by ensuring high quality standards of teaching and learning for all pupils.

To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.

Main duties and responsibilities

• To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.

• To demonstrate good quality teaching and effective learning within the classroom and throughout the school.

• To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.

• To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations for all pupils.

• To maintain good order and discipline among the pupils, safeguarding their health and safety.

• To provide pastoral support to pupils.

• To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.

• To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning.

• To mark and monitor pupils’ work in line with the school policy

• To maintain a regular system of assessment, record-keeping and reporting of children’s progress.

• To prepare appropriate records for the transfer of pupils.

• To ensure effective use of support staff within the classroom, including parent helpers.

• To participate in staff meetings as required.

• To lead collective worship or school assemblies when appropriate.

• To contribute to the development and co-ordination of a particular area of the curriculum.

• To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.

• To ensure that school policies are reflected in daily practice.

Main duties and responsibilities (continued)

• To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional.

• To liaise with outside agencies when appropriate e.g. Educational Psychologist.

• To continue professional development, maintaining a portfolio of training undertaken.

• To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.

• To support the Head teacher in promoting the ethos of the school.

• To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.

• To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

• To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School’s Health and Safety policy and any school-specific procedures / rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal process. It may be subject to review or amendment in consultation with the post holder.

*We are committed to promoting and safeguarding the welfare of children. All candidates will be subject to an enhanced DBS check, overseas checks where applicable and satisfactory references. See ‘safeguarding information for applicants’ document for details of checks. Applications will be kept on file for 6 months and will not be disclosed to any third party without the applicant’s consent.*