

Class Teacher Job Description

Title of Post: Classroom Teacher

Salary Scale: MPS

Responsible to: Headteacher, Deputy Headteacher, Phase Leader

Purpose of Job: To provide for the educational, social, moral, spiritual and cultural development for each individual child in the class allocated for each specific academic year. To support the Head Teacher's overall leadership, development and management of the teaching and learning of all pupils; to manage the implementation of all school policy and procedures; to have a class teacher responsibility.

The post will require you to work in partnership with the Head Teacher, SLT, Governors, Trustees, SECAT to ensure the continuous improvement of the school.

Exercise of Particular Duties

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document, specifies the professional duties required to be carried out by all teachers. In addition, a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to them by the Headteacher from time to time, such particular duties as may reasonably be assigned to them.

Professional Duties

Teaching

- Contribute to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events
- Plan, prepare and assess lessons in line with school policies and schemes of work
- Teach lessons according to the individual needs of pupils, having high expectations and setting challenging targets
- Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content
- Provide feedback to pupils and parents in line with the School Marking Policy
- Keep up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policies
- Administer assessment tasks and tests in line with school policy

Other Activities

- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
- Contribute to and support the overall ethos/work/aims of the school
- Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Head.

- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop
- To promote the general progress and well-being of individual pupils throughout the school
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Head.
- To safeguard every pupil's health, safety and well-being in line with school policies
- Keep records and make reports on the personal and social needs of pupils
- Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above including SEND meetings
- To inform the Head immediately of any concerns regarding a pupil's welfare
- To communicate and consult with parents of pupils and provide an accurate written annual report for parents
- To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy
- To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
- To lead assemblies and to attend assemblies, when requested by the Headteacher
- To register pupils at the start of the school day and after the lunch break
- To supervise pupils throughout the school during playtimes, early morning duty and at any other times requested by the Headteacher

Management

- To plan, organise and manage the work of the Learning Support Assistant assigned to the class, to have a positive impact on pupil progress
- To liaise with the SENCO to contribute to the planning and organising of the work for SEND pupils, to have a positive impact on pupil progress
- To ensure that the LSA assigned to the class meets all the responsibilities as set out in their job description, in a timely and effective manner

Training and Development

- Participate in training and development activities in school or at other providers to improve professional skills and knowledge
- Participate in performance management reviews in line with school policy

Subject Leader Responsibilities

- To formulate and review policy documentation as set out in the School Improvement Plan, in full consultation with teaching staff
- To write an Action Plan for School Improvement for the subject area and evaluate the effectiveness of the plan
- To exemplify good practice in the classroom
- To collaborate with and support the development of schemes of work, ensuring progression and continuity across year groups
- To liaise with other key stages to ensure progression and continuity
- To advise and inform staff about assessment, reporting and recording procedures within the school and new resources/information/guidance

- To monitor and evaluate the quality of teaching and learning in the subject throughout the school, through lesson observations, book sampling, monitoring planning on a timetable agreed with the Headteacher
- To provide a written report to the Headteacher, within 2 weeks, following monitoring and evaluation activities
- To lead staff development meetings for teaching staff and LSAs as agreed with the Headteacher
- To advise and inform ECT's and other new staff about the subject policy within the school
- To attend courses and meetings and to evaluate and report back to the Head and other staff on the essential issues covered
- To keep up to date with current trends and research and to debate as appropriate
- To audit, order, organise and allocate resources throughout the school and to take on a budget responsibility
- To keep an up-to-date inventory of resources throughout the school, in class bases and resource areas
- To take an active role in organising special curriculum events, as agreed with the Headteacher
- To contribute information to parents' meetings
- To liaise with members of the Academy Committee enquiring about a particular subject, to inform them of progression of the Action Plan, quality of teaching and learning and standards in the subject
- To provide written reports/present information to the Academy Committee at the request of the Governors/Headteacher
- To carry out any other duties reasonably requested by the Headteacher