# Job Description: Class Teacher

### Job Title: Class Teacher

**Job Purpose:**

The Class Teacher will:

* take responsibility for the teaching and learning of a class and groups of pupils, ensuring that planning, preparation, assessment, recording and reporting meet their varying learning and social needs and challenging all pupils to achieve their full potential;
* maintain the positive ethos and core values of the school, both inside and outside the classroom;
* contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
* make a sustained and substantial contribution to school improvement
* carry out the professional duties of a school teacher as defined in the School Teachers’ Pay and Conditions Document plus any other duties that can be reasonably asked under the direction of the Headteacher.

### Duties:

The Class Teacher will:

* 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;
* manage a smooth transition for pupils from one year to the next;
* report to parents on the development, progress and attainment of pupils;
* maintain good order and discipline amongst pupils, 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 performance management system for the appraisal of their own performance, or that of other teachers;
* update and maintain skills through attendance at relevant courses and conferences;
* co-operate with area of learning co-ordinators to develop cross curricular links and approaches.