



Class Teacher - Job Description

1. Employment Duties:

The School Teachers, Pay and Conditions document 2008 describes duties, which may be required to be undertaken by teachers in the course of their employment. In addition the Head Teacher may require, from time to time, the performance of particular duties that may be reasonably assigned to all class teachers.

2. Relationships:

The Class Teacher:

- is accountable to the Head Teacher and Deputy Head Teacher
- should liaise with other members of staff, as appropriate.
- develop strong relationships with parents.
- should be willing to take on and respond to advice.
- is responsible for planning the activities, including the learning focus, of the Learning Support Assistants that work with them.

3. The Purpose of the job:

- The purpose of the job is to organise and teach the class in accordance with school policy so that each child achieves the highest possible standards.

4. Teaching:

- to teach effectively in accordance with the school's **Teaching and Learning, Inclusion, Marking and Feedback and Assessment Policies**. This involves thorough planning, creative lesson preparation, teaching and feedback of pupils' work.
- Demonstrate the ability to challenge and nurture the children, engaging them in interesting and meaningful lessons.
- Be able to plan for the progress of all children
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- to help foster good relationships at all levels.
- to be professional in all school matters.

5. Key Tasks:

- Prepare medium term plans having regard for continuity and progression in learning.
- Prepare weekly plans in sufficient detail to have a clear view of differentiation, taking into account pupils' prior attainment and individual needs. Ensure that all planning also takes account of the National Curriculum, the requirements of the school's curriculum plans and schemes of work.
- Keep clear records of the children's progress in accordance with the requirements of the new school curriculum, National Curriculum and school policy.
- Foster an atmosphere where caring relationships are nurtured.
- Organise the classroom creatively, and make effective use of all display areas.
- Promote and safeguard the welfare of pupils at the school
- Take a full part in staff meetings and parents' evenings.
- Participate in meetings arranged for any other educational purposes, within directed time.
- Make full and proper use of the materials and resources available.
- Communicating and co-operating with persons or bodies outside the school

6. Review, induction, further training and development:

- Participating in the National scheme for Performance Management
- Participating in arrangements for further training and professional development as a teacher

7. Discipline, health and Safety:

- Follow the school's Positive Behaviour Policy.
- Follow the Safeguarding and Child Protection Policy.
- Follow all codes of practice in relation to, health and safety regulations and the reporting of accidents.

8. Administration:

- Participating in administrative tasks which are outside the scope of the Work Force Agreement, such as completing the class attendance register and writing end of year reports.

9. Additional notes/explanation regarding some of the above:

Teachers should:

- Value the contributions of all the children and develop their learning in the most positive way possible.
- Cooperate fully with all other members of staff and help promote positive working relationships.
- Inform the Head Teacher, Deputy Head or Inclusion Leader of any concerns you may have about any individual child or group of children or of any worries you may have regarding your role and responsibilities.
- Work with all the staff on the key priorities in the School Development Plan.
- Curriculum leaders will have an additional Job Description covering duties and responsibilities relating to their post.

All staff at Burnt Ash are expected to maintain the agreed Staff Standards:

- Be ambassadors for the school.
- Embrace a challenging culture - where only the best is good enough.
- Demonstrate a positive mind set - aspiring to be the best they can be and support others to do the same.
- Communicate in a clear and positive manner to different audiences – children, parents, staff and visitors. They will use appropriate body language and non-verbal expression.
- Role model politeness and respect to others – including colleagues, children and parents.
- Use time efficiently, both their own and others'.
- Be proactive regarding their professional development.
- Be reflective about their own practice and consider its impact.
- Be creative and prepared to try out new ideas.
- Always role model high expectations.
- Dress in a smart, professional manner.

This Job Description and allocation of particular responsibilities may be amended by agreement from time to time and, in any case annually.