

Hawkedon Primary School

Job Description: Class Teacher

Hours: 1265 per year

Job Purpose:

The Class Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- 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;
- ensure that the current national conditions of employment for schoolteachers are met.

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 using the national curriculum, literacy and numeracy frameworks as agreed by the school;
- 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 in line with the school's current practice;
- report to parents on the development, progress and attainment of pupils using both the school and national policies;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- attend and participate in meetings which relate to the school's management, curriculum, administration or organisation as directed by the Senior Management Team;
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff within the classroom;
- actively participate in the performance management system and be responsible for their own professional development.
- undertake tasks as requested by the headteacher