

**Job description**

**Post Title** Class Teacher

**Responsible to** Phase Leader and Headteacher

**Purpose of the job**

* To carry out all duties and responsibilities of a teacher as outlined in the current national conditions of employment including:
* To maintain the positive ethos and promote the values of the school
* To plan and deliver highly effective and engaging lessons which deliver good progress and achievement for all pupils
* To be responsible for the pastoral wellbeing of pupils
* To build positive relationships with pupils, staff, parents and governors which support the work of the school

**Main Activities and Responsibilities**

In accordance with the school’s policies and under the direction of the Headteacher:

**Safeguarding:**

Everyone in our school has a responsibility to provide a safe learning environment in which our children can learn. All staff members are prepared to identify children who may benefit from early help and understand their role within this process. This includes identifying any emerging problems so appropriate support may be provided and liaising with the designated safeguarding lead to report any concerns. All staff members are aware of and follow school processes (as set out in the Child Protection Policy) and are aware of how to make a referral to Social Care if there is a need to do so.

**Teaching:**

1. To plan and prepare units of work and complete planning documentation.

2. To teach, according to their educational needs, the pupils in your class, including the setting and marking of work to be carried out by the pupil in school and elsewhere;

3. To promote the intellectual, physical and personal development of the pupils in your class and provide guidance and advice to pupils on educational and relevant social matters.

4. To make records of and reports on the personal and social needs of pupils.

**Assessment Recording and Reporting:**

5. To assess, record and report on the development, progress and attainment of the pupils in your class.

6. To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

7. To participate in arrangements for preparing pupils and assessing pupils for Standard Attainment Tests and recording and reporting assessments

**Appraisal:**

8. To participate in arrangements for performance management procedures.

**Further Training and Professional Development:**

9. To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher.

**Curriculum Development:**

10. To advise and co-operate with the head teacher and other teachers on the preparation and development of schemes of work, teaching materials, methods of teaching and assessment and pastoral arrangements.

11. To take responsibility for specific National Curriculum subject(s): i.e. (To be decided on appointment)

**Discipline, health and safety:**

12. To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

**Staff meetings:**

13. To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

**Communication**

14. To communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils in your class.

15. To communicate and co-operate with persons or bodies outside the school; and participate in meetings arranged for any of the purposes described above;

**Cover:**

16. To supervise, and so far as is practicable teach any pupils whose teacher is not available to teach them (you will not be required to provide such cover for more than 38 hours in any school year).

**Administration:**

17. To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils.

18. To manage or supervise anyone providing support in your class.

19. To order and monitor use of resources.

**General Professional Duties**

20. To carry out particular duties as may reasonably be assigned to you by the head teacher.

21. To contribute to the overall life and work of the school.

The above responsibilities are subject to the Teachers Pay and Conditions legislation currently in force. This job description is not necessarily a comprehensive definition of the post, duties may vary within this framework in line with its general character and level of responsibility entailed. It will be reviewed annually and it may be subject to modification or amendment at any time, after consultation with the holder of the post.