



Class Teacher

Job Description

resilience | teamwork | independence | respect

Job Title: Class Teacher (Main Pay Scale)

Job Purpose: To promote the general progress, health, safety and well-being of individual pupils and of any class or group of pupils assigned to her/him.

Relationships: The post holder is responsible to the Headteacher for their duties and responsibilities. Close liaison with all LEFS staff members will be expected.

Duties and Responsibilities

General: You are required to carry out the duties as a school teacher as per the current School Teachers' Pay and Conditions Document.

Specific Duties as a class teacher:

- A. Keep children safe at all times as part of their rigorous commitment to safeguarding.
- B. Take responsibility for teaching a class of pupils, ensuring that your planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- C. Maintain the positive ethos and core values of the school, inside and outside the classroom.
- D. Apply adaptive teaching strategies to respond to and meet the strengths and needs of all pupils.
- E. Provide a well organised, stimulating classroom environment, where resources can be accessed readily by all pupils in line with the school learning environment policy.
- F. Implement agreed school policies and guidelines.
- G. Plan for, manage and direct support staff in the classroom for the benefit of the children.
- H. Communicating and consulting with the parents of pupils.
- I. Participating in meetings arranged for any of the purposes described above.
- J. Providing or contributing to verbal and written assessments and reports relating to the individual pupils or groups of pupils.
- K. Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- L. Manage behaviour calmly, positively and effectively in accordance with the school's behaviour policy and maintain good order and discipline to ensure a positive, safe learning environment.



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- M. Participating in meetings in school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- N. Coordinate at least one designated curriculum area as directed by the Headteacher dependent upon experience.
- O. Work to fulfil the 'Teachers Standards'.

Note:

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's policy and have regard to the Teacher's Conditions of Employment.

The job description is not necessarily a comprehensive definition of the post and a teacher may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amended after consultation with the post holder.

Review:

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

Conditions of Employment:

The above responsibilities are in accordance with the requirements of the Teacher's Pay and Conditions Act and subsequent Orders in terms of duties and working time, also local agreements, LA circulars and guidelines giving interpretations of teachers conditions of service.

Issued by Headteacher:..... Date:.....

Reviewed by Class Teacher:..... Date:.....