



## **JOB DESCRIPTION**

### **The Role of Class Teacher**

#### **Class responsibilities**

To take overall responsibility for a class or group of children as designated by the Headteacher and in accordance with the national teaching standards.

This overall responsibility will include:

- The provision of a stimulating, efficient and attractive working environment.
- Planning, teaching, evaluating and developing agreed programmes of work to promote high educational achievement.
- Making accurate and ongoing assessments of children's learning and using these assessments to inform future learning.
- Maintaining systematic records of pupil achievements – assessing recording and reporting pupil progress in accordance with agreed school policy.
- Having a commitment to securing at least good progress for all children in the class and recognising potential underachievement, intervening appropriately at an early stage, in particular those children at risk of underachievement – those in receipt of PPF, with special educational needs and those for whom English is an additional language.
- Ensuring the well being of all children in the class
- To promote and maintain positive behaviours from all children, to support and utilise the school behaviour policy and to inform senior leaders at an early stage of potential concerns and vulnerabilities.
- Liaison with teaching and non-teaching staff, parents, governors, educational support services and other relevant agencies, including the writing of formal reports and attendance at parent information evenings.
- Welcoming parents as helpers and collaborators in the learning process of children.
- Responsibility for registration and other general administrative matters relating to the class.

#### **To undertake one or more subject co-ordination role in school depending on whole school need and level of experience**

- Be a lead teacher of the subject area and to be able to model good practice in the curriculum subject.
- To keep abreast of current initiatives in the area and be able to make content relevant and accessible to the children in this school.

- To monitor curriculum development through lesson observation, planning and work scrutiny and through pupil interviews.
- To analyse and evaluate data pertaining to the subject areas and to use this data to inform future learning.
- Ensure that the needs of all children are met and be committed to equal opportunities
- To order and maintain resources and to monitor their usage.
- Disseminate information and promote discussion arising from own professional development. Lead and manage school based INSET
- To organise talks/reports to parents and governors
- To carry out any other relevant duties related to the curriculum area as requested by the Headteacher

Signature.....

Date: February 2021