



Class Teacher Job Description

Salary Scale: **Main Pay Scale**
Responsible to: **Headteacher**

Relationships

Liaison with the teaching and support staff of the school, Governors, Parents, Children, Advisers and other Professionals

Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below.

To carry out the professional duties covered by the latest School Teachers' Pay and Conditions document. The Post holder will be expected to undertake duties in line with professional standards for qualified teachers and uphold the professional code for teachers.

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.

Promote the school's ethos for all children to "Believe in Themselves", working together in developing potential, touching hearts and engaging minds.

Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.

To liaise with other teachers who at times may take responsibility for your class.

Teaching

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;

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 planning;

Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;

Report to parents on the development, progress and attainment of pupils;

Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy.

Participate in meetings, INSET, etc. which relate to the school's management, curriculum, administration or organisation;

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Communicate and co-operate with specialists from outside agencies;

Make effective use of ICT to enhance learning and teaching;

Lead, organise and direct support staff within the classroom;

Provide a degree of pastoral care and to monitor the social and emotional needs of the children, passing on information as appropriate for the safety of children in their care;

Participate in the performance management system for the appraisal of their own performance, or that of other teachers if in addition a responsibility point has been awarded;

Participate fully in the school self-evaluation process including lesson observations, book monitoring and learning walks;

Maintain strict confidentiality at all times;

Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher

Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination

Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues

Teaching staff are required to work under the reasonable direction of the Headteacher and shall perform in accordance with any directions, which may be reasonably given to them by the Headteacher from time to time, such particular duties as may be reasonably assigned to them, as described in the Teacher's Pay and Conditions of Employment Document.