



Class Teacher Job Description

Purpose

To carry out the professional duties of a teacher as circumstances may require, in accordance with the school's policies under the direction of the Headteacher.

Main Responsibilities

Teaching

- Creates an engaging physical environment for learning.
- Ensures that subject knowledge is thorough and plans lessons which engage and motivate all pupils.
- Prepares and delivers good lessons.
- Provides timely, constructive feedback to pupils and maintains an assessment dialogue.
- Keeps up to date, accurate and thorough records of assessment of children's work and uses this assessment to inform planning, adapting teaching sequences and teaching strategies.
- Uses performance data to analyse progress and identify under achievement of groups of children or individuals.
- Adapt lessons, and make reasonable adjustments where required, so that all children are able to achieve and make progress from their starting points.
- Ensures that expectations are appropriately challenging for all groups of children and that there are high expectations of all children.
- Completes half termly data drops to track the progress and attainment of children.

Whole school organisation, strategy, and development

- Establishes ground rules based on clear expectations of mutual respect.
- Ensures good behaviour and co-operation so that everyone is able to learn.
- Is a role model to the children in their behaviour, following our behaviour policy.
- Develops a range of strategies, and reasonable adjustments, to ensure that children behave at their best at all times.
- Behaves at all times in accordance with the Code of Conduct.
- Is concerned, and aware of, children's well-being and proactive in seeking advice/support when concerns are identified, following our Child Protection & Safeguarding Policy.

Management of staff and resources

- Ensures good two-way communication with their class/year group team and liaises closely with support staff to ensure that intervention/support is appropriate and effective.

Professional development and working with colleagues and other relevant professionals

- Works with other colleagues in school participating in coaching and mentoring.
- Works in partnership with support staff.
- Shows commitment to continuous professional learning.
- Makes full use of the school performance management and CPD programme and other opportunities that arise.

Communication

- Makes clear, accurate, courteous and well-informed communication with parents at planned parents' evening and through informal contact throughout the year.
- Supports partnership working with families

Fulfil wider professional responsibilities

- Develops other activities that extend children's learning outside the classroom, especially in the local area.
- Looks for opportunities to follow, and encourage, the wider interests of the children.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.