



## **Together we grow, Together we achieve**

### **Class Teacher – Job Description**

#### **Salary**

The post holder will be paid on the appropriate point of the main scale

#### **Line of responsibility**

The class teacher is directly responsible to the Assistant Headteacher and Headteacher

#### **Job Description**

##### **Strategic Purpose**

The basic duties of a class teacher are outlined in the latest School Teachers' Pay and Conditions Document. S/he shall maintain a good understanding of whole school curriculum, assessment and pastoral policies.

##### **Core responsibilities**

###### **Teaching:**

- ♥ Prepare and plan work in accordance with schemes of work and national curriculum requirements; including subject expertise
- ♥ Take account of children's prior levels of attainment and progress and use them to set future targets
- ♥ Maintain good order and discipline, by modelling behaviour and following the school's behaviour policies and procedures, that encourages a sense of responsibility and consideration for others
- ♥ Ensure punctuality and establish a purposeful working atmosphere during all learning activities
- ♥ Maintain excellent classroom management with due regard to health and safety policies
- ♥ Set appropriate and challenging work for all children
- ♥ Identify and work appropriately with SEND children, more able, Pupil Premium and any other vulnerable groups of children
- ♥ To be confident and competent using ICT to support teaching and learning; including the use of Arbor, though not essential
- ♥ Learning environment is stimulating and supportive of teaching and learning

###### **Assessment, recording and reporting:**

- ♥ Keep appropriate records of children's work including the use of Arbor
- ♥ Mark and return work set, including any homework within an agreed and reasonable time
- ♥ Use the school's Marking and Feedback guidance
- ♥ Carry out assessment programmes, as agreed by the school

- ♥ Complete records of achievement and behaviour in line with school policy
- ♥ Complete children's reports in line with school policy. Attend parents' evenings as required and keep parents informed about their child's performance, attendance, achievements, behaviour and future targets

**Pastoral work:**

- ♥ Monitor and set targets for the academic progress of all children in the class (Arbor)
- ♥ Endeavour to build up a good relationship with the children, so that they will look to the teacher for support and advice
- ♥ Support and contribute SMSC across the school
- ♥ Command high standards of children behaviour and conduct at all times and support the school in its application of related policies
- ♥ Report issues of concern to the appropriate senior staff
- ♥ Maintain an accurate register of attendance (Arbor) and do everything possible to encourage good attendance and punctuality
- ♥ The teacher will be part of the school's appraisal scheme. The Assistant Headteacher and or Headteacher will set agreed targets for the year. The Assistant Headteacher and or Headteacher will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date
- ♥ Attend and contribute to team and staff development meetings; participating in a positive way to the decision making processes and ensuring any issues causing concern/requiring debate appear as an item on team/management agendas
- ♥ In relation to the school's 'Self Evaluation Form', contribute towards the goals and targets
- ♥ Continue and to maintain a professional interest in educational initiatives and developments
- ♥ Communicate and consult with the parents/carers of children/specialist agencies
- ♥ Develop and maintain good relationships, interaction and co-operation within school and between school and home

**Conditions of employment:**

- ♥ The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment)
- ♥ The post holder is required to actively promote, support and encourage the school's ethos and its objectives, through good practice, policies and procedures as agreed by the governing body
- ♥ To uphold and comply with the school's policy in respect of child protection and safeguarding matters
- ♥ S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document

- ♥ Attention is also drawn to the requirements for planning, preparation and assessment time under which all teachers at a school with timetabled teaching commitments have a contractual entitlement to guaranteed PPA time within the timetabled teaching week
- ♥ The amount of guaranteed PPA time should be set as a minimum of at least 10% of a teacher's timetabled teaching time
- ♥ The post holder may be required to perform any other reasonable tasks after consultation
- ♥ This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- ♥ This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder
- ♥ All staff members are required to participate in the school's appraisal scheme