



# Ruardean Church of England Primary School

*Love of learning – Love of life – Love of one another*

## Job Description

**Post:** Class Teacher

**Grade:** MTS

**Responsible to:** Headteacher

## Main Activities and Responsibilities

The post holder will take responsibility for a class of children to be determined on an annual basis by the Headteacher and in accordance with the duties listed below.

## Duties

- The current School Teacher's Pay and Conditions document describes duties that are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.
- This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher and governing body by the post holder in the role of "Class Teacher".

## Particular Specific Responsibilities

- The post holder is responsible to their line manager for his/her duties, responsibilities and teaching tasks.
- The post holder will interact on a professional level with all colleagues, governors, parents and members of the community. They will maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- The post holder will be responsible for the supervision of the work of support staff.
- The post holder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils, as well as the general responsibilities in the school agreed with the Headteacher.

## General Responsibilities

- Teaching all pupils in your class according to their educational needs and acknowledging that every lesson counts.
- Creating a well-ordered and secure environment that will ensure the educational wellbeing of individual children within the group.
- Making effective use of ICT to enhance teaching and learning.
- Undertaking careful planning and delivery of the curriculum.
- Ensuring careful and ongoing assessment of the pupils' learning to inform further planning.
- Ensuring that the curriculum is differentiated so that tasks and activities are matched to the ability of the children, allowing them to make progress at the right pace and level.
- Completing all assessments, records and reports as determined by school policy within the timescale set.

School Lane, Ruardean, GL17 9XQ, Tel: 01594 542461

Email: [admin@ruardean.gloucs.sch.uk](mailto:admin@ruardean.gloucs.sch.uk) Website: [www.ruardeancofprimaryschool.com](http://www.ruardeancofprimaryschool.com)

- Working with school leaders to track the progress of individual children and intervene where pupils are not making progress.
- Working with school leaders to complete and teach individual pupil plans where pupils have specific needs (Graduated Pathway and EHCPs).
- Ensuring that equal opportunities are implanted in the classroom and throughout the school.
- Developing and maintaining positive relationships with parents, which involve them actively in the classroom and in the learning process.
- Communicating with parents on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
- Participating in planning and staff meetings.
- Maintaining an attractive and stimulating classroom environment and contributing to displays in the school as a whole.
- Contributing towards the development of the school and implementation of whole school policies.
- Contributing and co-operating with other staff and professional agencies as appropriate to the needs of the children.
- Keeping up to date with current educational thinking and practice, both by study and by attendance at training courses, workshops and meetings, and taking part in appraisals and reviews of one's work arranged by the Headteacher.

### **Other Responsibilities**

In addition, to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

### **Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors.

### **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the school's equal opportunities policies.

### **Curriculum Leadership**

The post holder will be responsible for the leadership and management of a curriculum area, as agreed with the Headteacher. *(NOTE: This will not apply to early careers teachers during their induction year).*

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