



JOB DESCRIPTION

JOB TITLE:	Class Teacher
GRADE:	MPS
RESPONSIBLE TO:	Head Teacher
ACCOUNTABLE TO:	The Head Teacher and Governors
LIAISES WITH:	Class teachers, TA's, Parents

CLASS TEACHER PROFESSIONAL DUTIES

- Set high standards for yourself and for the children in your class
- Plan learning activities to meet individual children's needs and the needs of the class as a whole. Follow agreed school formats for planning, long term, medium term and short term. Use assessment to inform future planning
- To encourage children in a broad and ambitious range of quality learning experiences and have an evaluative approach to standards to teaching and learning within your class
- Keep clear records of children's development, including achievements and samples of work as evidence of assessment in accordance with school policies
- Ensure the smooth running of the class through effective classroom management of time and resources
- Promote and encourage Home/School links through a variety of means, e.g. parent/teacher consultations, an annual written report to parents, ongoing dialogue with parents as appropriate
- Create an exciting and stimulating learning environment
- Participate in all staff meetings and in-service training
- Take part in the life of the school including attendance at some school functions



Shiplake C.E. Primary School
Memorial Avenue
Shiplake , Oxon
RG9 4DN
0118 940 2024
office.3810@shiplake.oxon.sch.uk

- To effectively support any children across the school with special educational needs
- To be responsible for the education and welfare of children in accordance with the requirements of Teachers Pay and Conditions document
- To have due regard to the requirements of the National Curriculum, the school's vision, aims, objectives and school policies
- To share in the corporate responsibility for the well-being of all pupils and to help children develop self discipline and self regulation so that true teaching and learning take place effectively
- To understand and deliver the school's current systems and structures as outlined in policy documents, including the Health and Safety and Child Protection policies
- To keep abreast of current education thinking through effective CPD
- To participate in any arrangement within an agreed national framework for the appraisal of performance
- When appropriate, to become responsible for a subject area in school

The class teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

April 2024