



Job Description

Post Title:	CLASS TEACHER
School:	St. Margaret's Church of England Primary School, Toppesfield
<p>The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:</p>	
Purpose:	<p>The class teacher will:</p> <ul style="list-style-type: none"> • Teach a class of pupils, ensuring that planning, preparation, recording, assessment and reporting is in line with school policies and meets the varying learning and social needs of the pupils; • Maintain the positive ethos and core values of the school, both inside and outside the classroom; • Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors; • Ensure that the current national conditions of employment for schoolteachers are met. <p>They will also co-ordinate activities relating to agreed subject area(s), to include:</p> <ul style="list-style-type: none"> • Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice • Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment • Giving guidance, support and encouragement to staff and leading in-service development sessions
Responsible to:	Headteacher
Responsible for:	N/A
Scope:	Classroom teacher Subject Co-ordination
Salary/Grade:	Main Scale



MAIN (CORE) DUTIES

The class teacher will:

- Be aware of the responsibilities for the safeguarding of pupils;
- Implement agreed school policies and guidelines;
- Support initiatives decided by the Headteacher and staff;
- Plan appropriately to meet the needs of all pupils, through the differentiation of tasks;
- Be able to set clear targets, based on prior attainment, for all 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 weekly and termly planning;
- Report to parents on the development, progress and attainment of pupils;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation as required;
- Communicate and co-operate with specialists from outside agencies;
- Lead, organise and direct support staff within the classroom;
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.