

**Job Description – Class Teacher**

The class teacher is directly responsible to the Headteacher.

* 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 unit curriculum, assessment and pastoral policies
* All teaching staff will be part of the unit’s appraisal scheme. The Headteacher will set agreed targets for the year. The Headteacher will monitor and review performance, including classroom teaching. The
* Demonstrating high standards of personal integrity, loyalty, discretion and professionalism

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| **Core responsibilities** |

* Prepare and plan work in accordance with schemes of work and national curriculum requirements
* Take account of children’s prior levels of attainment and progress and use them to set future targets
* Providing clear structures for lessons maintaining pace, motivation and challenge
* Identifying SEN or very able pupils
* Making effective use of assessment and ensure coverage of programmes of study
* Setting tasks which challenge pupils and ensure high levels of interest
* Maintaining discipline in accordance with the unit’s procedures and encouraging good progress with regard to punctuality, behaviour and standards of work
* To be confident and competent using technology to support teaching and learning
* Ensure learning environment is stimulating and supportive of teaching and learning
* Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
* Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
* Evaluate own teaching critically to improve effectiveness
* Ensure the effective and efficient deployment of classroom support
* Have lead responsibility for a subject or aspect of the unit’s work and develop plans which identify clear targets and success criteria for its development and/or maintenance
* Contribute to the whole unit’s planning activities

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| **Monitoring, Assessment, Recording and Reporting** |

* Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
* Mark and monitor pupils’ work and set targets for progress
* Assess and record pupils’ progress systematically and keep records to ensure work is understood , monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
* Undertake assessment of students as requested by unit procedures
* Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
* Prepare and present informative reports to parents
* Evaluate own teaching critically to improve effectiveness
* Ensure the effective and efficient deployment of classroom support
* Have lead responsibility for a subject or aspect of the unit’s work and develop plans which identify clear targets and success criteria for its development and/or maintenance
* Contribute to the whole unit’s planning activities

Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Teachers will be expected to comply with any reasonable request from their line manager to undertake work related to teaching and learning that is not specified within this job description and which is commensurate with the level of the post.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually

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| **Leading and Managing Staff** |

* Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including her own professional development
* To lead Teaching Assistants in Performance Appraisal and training development

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| **Specific Duties** |

* To lead a curriculum area

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| **Teaching and Learning** |

* Support the identification of, and disseminate the most effective teaching approaches for pupils with SEN
* Collect and interpret specialist assessment data on SEN to inform practice
* Work with pupils, class teacher and key stage managers to ensure realistic and challenging expectations of pupils with SEN
* Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEN

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| **Leading and Managing Staff** |

* Achieve constructive working relationships and establish opportunities for the SENCO, support assistants and other teachers to review the needs, progress and targets of pupils with SEN
* Provide regular information to Senior Leadership Team (SLT) and the Management Committee on the effectiveness of SEN provision and outcomes
* Advise and contribute to all aspects of SEN training to ensure the professional development of staff