

# **The Smallberry Green Primary School**

## **Job Description**

**Job Title:** Class Teacher

**Responsible to:** Phase Leader / Deputy Head Teacher / Headteacher

**Responsible for:** Contributing to raising and maintaining standards of achievement.

### **Purpose of Job:**

1. To carry out the duties of a schoolteacher as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document, and as may be amended by subsequent Documents, and to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher
2. To meet the standards for competence and conduct as set out in the Teachers' Standards document from the Department of Education.
3. To ensure that all pupils make the most progress possible by promoting the highest standards of learning and teaching.

### **Teaching and Learning**

#### **CORE RESPONSIBILITIES**

- To teach pupils assigned to the teacher and to ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- Role model the ethos and core values of the school while teaching pupils.
- Assist in the development of appropriate resources, schemes of work, policies and teaching strategies within the school.
- To ensure the effective and efficient use of any staff supporting teaching and learning in the classroom.
- To teach pupils according to their educational needs.
- To implement and follow school policies and procedures as approved by the Governors and SLT.
- To set targets for pupils based upon prior attainment.
- Provide a supportive learning environment where resources can be accessed appropriately by all pupils.
- To participate in the appraisal process for the evaluation of their own performance.

- To maintain good order and discipline in the classroom in accordance with the school's behaviour policy.
- To maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school.
- To maintain an accurate register.
- To alert the Head Teacher of any persistent or major problems being experienced by pupils and contribute towards a solution.
- To mark/give feedback on work set in school and for homework so that the learners are informed how to improve.
- To assess record and report on the attendance, progress, development and attainment of pupils and keep such records as are required.
- To take part in the school's staff development programme by participating in arrangements and opportunities for continuous professional development.
- To attend and participate in meetings which relate to the school's management, curriculum, administration or organisation.
- To work with officers of relevant outside agencies or bodies.
- To report to parents on the development, progress and attainment of pupils.
- To be responsible and lead a subject

### **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue: .....

Signature of Post holder .....

Signature of Headteacher .....