

**Job Title:** Class Teacher  
**Pay Scale:** Teacher's Pay Scale

## Job Purpose

- To create a learning environment in which all children thrive.
- To take responsibility for the safeguarding and wellbeing of pupils.

The wider duties of a class teacher are outlined in the Teaching Standards.

## Main Responsibilities

- To promote a love of learning and contribute to the school's aims and vision.
- Set high expectations which inspire, motivate and challenge all pupils.
- Consistently demonstrate the positive attitudes, values and behaviour which are expected of all pupils.

## Teaching and Learning

1. To prepare and plan work in accordance with schemes of work and national curriculum requirements including subject expertise.
2. To impart knowledge and develop understanding through effective use of lesson time and pedagogical approaches.
3. To reflect on the effectiveness of lessons and approaches to teaching.
4. To take account of children's prior levels of attainment and progress and use this information to set future targets.
5. To know when and how to adapt teaching appropriately, using approaches which enable pupils to be taught effectively.
6. Have a secure understanding of how a range of factors can inhibit pupils' ability to learn and how best to overcome these.
7. Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development.
8. Have a clear understanding of the needs of all pupils, including: those with special educational needs, high ability, English as an additional language, disabilities, and be able to use and evaluate distinctive teaching approaches to engage and support them.
9. To set appropriate and challenging work for all children.
10. To be confident and competent using ICT to support teaching and learning.
11. To create a learning environment that is stimulating and supporting of teaching and learning.

## Curriculum

1. Have a secure knowledge of the curriculum, capture pupils' interest and address misconceptions/misunderstandings in learning.
2. Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of Standard English.
3. If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics.
4. If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies

## Assessment, Recording and Reporting

1. To keep appropriate records of children's work including the use of the school's Management Information System.
2. To mark and return pupils' work, including any homework, within an agreed and reasonable time.
3. To follow the school's Marking and Feedback policy, making use of formative and summative assessments to secure pupil progress.
4. To carry out assessment programmes, as agreed by the school.
5. To know and understand how to assess the curriculum, including statutory assessment requirements.
6. To complete records of achievement and behaviour in line with school policy.
7. To complete children's reports in line with school policy. Attend parent/carer evenings as required and keep parents/carers informed about their child's performance, attendance, achievements, behaviour and future targets and support.

## Pupils' Personal Development and Pastoral Support

1. To monitor and set targets for the academic progress and personal development of all children in the class.
2. To endeavour to build good relationships with children so that they will look to the teacher for support and advice.
3. To support and contribute to SMSC approaches and values across the school
4. To expect high standards of behaviour and conduct at all times and support the school in its application of related policies.

5. To record issues of concern in line with school policy and report these to the appropriate senior staff.
6. To maintain an accurate register of attendance and do everything possible to encourage good attendance and punctuality.
7. To develop and maintain good relationships, interaction and cooperation within school and between school and home.
8. To communicate and consult with parents and carers of children.

## Behaviour and Safety of Pupils

1. To manage behaviour effectively in line with school policy to ensure a good and safe learning environment.
2. Maintain clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour in all areas of school (in accordance with school policy).
3. Have high expectations of behaviour and use a range of strategies to manage this including the use of praise, sanctions and rewards consistently and fairly.
4. To maintain good order and discipline, by modelling behaviour and following the school's behaviour policies and procedures that encourages a sense of responsibility and consideration for others.
5. To maintain excellent classroom management with due regard to health and safety policies.

## Fulfil wider professional responsibilities

1. To contribute towards the goals and targets of the school's strategic plan.
2. To attend and contribute to team and staff development meetings; participating in a positive way to the decision making processes and ensuring any issues causing concern or requiring debate are raised.
3. To maintain a professional interest in educational initiatives and developments.
4. Deploy support staff effectively.
5. Take responsibility for improving practice through professional development and through responding to advice and feedback from colleagues.

## Additional Responsibilities – Curriculum Development

To work as part of a team to coordinate an area of school development:

- attending team curriculum meetings
- taking part in staff meetings

- attending courses
- managing resources
- monitoring
- working with parents/carers and governors.

## Line Management Responsibility

Responsible for the supervision of staff providing support in the classroom.

## Conditions of Employment

The post holder is required to actively promote, support and encourage the school's ethos and its objectives, through good practice, policies and procedures as agreed by the Governing Body.

The post holder must comply with the school's policy in respect of child protection and safeguarding matters.

The post holder will be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions document.

All teachers will have timetabled teaching commitments and a contractual entitlement to guaranteed PPA time within the timetabled teaching day. The amount of guaranteed PPA time is set at 10% of a teacher's timetabled teaching time.

The post holder may be required to perform any other reasonable tasks after consultation.

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on each of them.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff are required to participate in the school's appraisal scheme.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.