



## **JOB DESCRIPTION – CLASS TEACHER**

<b>Post title</b>	Class Teacher
<b>Salary and range:</b>	Main pay range + SEN Max
<b>Line manager/s:</b>	Assistant Pathway Head
<b>Supervisory responsibility:</b>	The post-holder will be responsible for the Teaching and Support Assistants in their class

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### **Main purpose of the job:**

- Be responsible for the learning and achievement of all pupils in their class ensuring equality of opportunity for all
  - Be responsible and accountable for achieving the highest possible standards in work and conduct
  - Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - Work proactively and effectively in collaboration and partnership with learners, parents/carers, other staff and external agencies in the best interests of pupils
  - Act within the statutory frameworks, which set out the professional duties and responsibilities and in line with the duties outlined in the School Teachers Pay and Conditions Document and Teacher Standards
  - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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### **Duties and responsibilities**

All teachers are required to carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions Document. Teachers should also meet the Teacher Standards (2012). Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the school.

### **Teaching**

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils and be able to use and evaluate distinctive teaching approaches to engage and support them
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics



### **Teaching Duties Continued**

- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils feedback as appropriate
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments as appropriate to the pupils within the remit of the School Teachers' Pay and Conditions Document

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self control and independence of all learners
- Carry out playground and other duties as directed
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Cover for absent colleagues within the remit of the School Teachers' Pay and Conditions document

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Communicate effectively with parents/guardians with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Attend annual EHCP Meetings
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school



### **Managing Staff**

- Manage TAs and SAs in your class. This will include inducting new starters and assessing their performance during their probationary period.
- Day to day staff management including task allocation, managing performance and attendance, carrying out performance reviews and providing appropriate training and support.
- Ensure that your TAs and SAs are appropriately involved in supporting learning and understand the roles they are expected to fulfil.

### **Administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the School Teachers' Pay and Conditions Document

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

### **Other**

- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality
- Follow relevant school procedures and ensure confidentiality at all times
- Perform any reasonable duties as requested by the head-teacher or Assistant Heads which may involve being asked to move classrooms.

### **Note**

**This job description will be regularly reviewed and updated.**

**Signature of post holder:** \_\_\_\_\_ **Date:**    /    /