

CLASS TEACHER – Job Description

Class Teaching Responsibility

- To ensure the effective education of the pupils for whom you have class/group responsibility in accordance with the school's aims and other policies related to the teaching and learning process.
- To ensure the physical and emotional well-being of all pupils for whom you have class/group responsibility whilst they are at school.
- To play an active part in supporting the school within the local community.
- To work within the management structure of the school managing one or more curriculum areas. For NQTs this will be put in place once the Newly Qualified Teacher period has been successfully completed.

Key Tasks

- i. To prepare, evaluate and review activities and experiences designed to maximize the potential of each child within the school's aims.
- ii. To maintain effective forward planning in accordance with school policy.
- iii. To maintain a thorough working knowledge of all subjects within the new National Primary Curriculum.
- iv. To teach and manage the classroom environment in such a way as to allow for the effective delivery of the agreed programmes of study and schemes of work through the implementation of the school's Teaching and Learning Policy.
- v. To monitor and evaluate pupil progress through the implementation of the school policy in marking and assessment.
- vi. To maintain effective records on pupil progress and pastoral aspects in accordance with the school's policy on record keeping.
- vii. To keep parents and carers informed of pupil progress through the written reports and consultation meetings as required by the school's policy on reporting.
- viii. To involve parents and carers in their child's education by providing an overview of what their child will be learning during any period of time.
- ix. To maintain a calm, purposeful working environment in which children are encouraged to develop positive attitudes and self-discipline. To take an active part in the management of pupil behaviour in all areas of the school in accordance with the school's Behaviour Policy.
- x. To participate actively in the school's Performance Management Scheme and to take positive steps to review and improve performance.
- xi. To contribute towards the school's programme of extra-curricular activities.
- xii. To participate in staff meetings, departmental meetings and other meetings that form the management process of the school demonstrating a commitment to collaboration and co-operative working where appropriate.
- xiii. To take responsibility for, and to enter into any associate training, to tutor or mentor students or Newly Qualified Teachers as negotiated or requested by the Head Teacher.
- xiv. To promote, at all times, a positive image of the school in the local community.
- xv. To know the current legal requirements and guidance on safeguarding and the promotion of the well-being of children and young people.
- xvi. To know the local arrangements concerning the safeguarding of children and young people.
- xvii. To know how to identify potential child abuse or neglect and follow safeguarding procedures.

Curriculum Subject Leader Responsibility

In accordance with the School Teacher's Pay and Conditions Document and school policy all teachers other than N.Q.T.s are required to take a responsibility for the co-ordination and management of one or more subject areas/ aspects. The specific area is usually agreed between the individual member of staff and the Head Teacher.

Key Tasks

- i. Developing your understanding, knowledge and skills in the subject and the demonstration of good practice in your teaching.
- ii. Keeping up to date with changes and developments in the subject by personal reading, research and attending relevant INSET.
- iii. Advising colleagues on teaching the subject and providing demonstrations of good practice for colleagues where relevant.
- iv. Monitoring teachers' planning to ensure the appropriate coverage and practice.
- v. Monitoring the quality of teaching and learning, pupil progress and pupil attainment within the subject through:
 - a. The scrutiny of pupils' work and assessment
 - b. Discussions with pupils
 - c. Discussions with colleagues
 - d. Guidance over and provision of appropriate assessment materials
 - e. Evaluation of assessment data
 - f. Classroom Observation where appropriate.
- vi. Maintaining an evidence base to support judgments on teaching and learning and standards in the form of a portfolio.
- vii. Providing the Head Teacher and or Deputy Head with annual reports on the development of the Subject including comment on the following areas:
 - a. Confirmation that we are meeting statutory requirements.
 - b. Pupil Attainment and Standards in all parts of the school.
 - c. Pupil Progress throughout the school.
 - d. Teaching and Learning issues.
 - e. Plans and recommendations for development in the next academic year.
- viii. The review and development of a subject policy and Schemes of Work to provide guidance on how the subject is taught, what is taught and when it is taught as required.
- ix. Overseeing resource provision, allocation and the use of curriculum budgets available.
- x. Organizing and leading (if required) in-service training in the subject for staff.
- xi. Working to provide information for parents to keep them informed about how the subject / aspect is taught in school.