

## **Job Description for the post of Class Teacher**

### **JOB PURPOSE**

- To plan, prepare and deliver the curriculum in accordance with the school's aims and objectives that reflect the ethos and goals of the school.
- To establish the conditions necessary for high quality teaching and learning to take place.

### **KEY TASKS**

#### **Ethos and Vision**

- To assist the Senior Management Team in motivating and working with others in order to create a shared culture and positive climate.
- To support the Senior Management Team in articulating the vision for the school, and to be able to demonstrate the vision in everyday work and practice.
- To support the Senior Management Team in ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence.

#### **Teaching & Learning**

- Display good teaching practice in line with the aims and objectives of the School Teaching and Learning Policy.
- Work closely with colleagues in the planning and preparation of work and in evaluating pupil's access to learning experiences.
- Implement the school's long-term plan and schemes of work in all subject areas.
- Work with Inclusion Leader in the planning of activities for children with special educational needs.
- Involvement in a range of School activities including assemblies, sports, concerts, festivals, bazaars etc.
- Carry out a share of general supervision duties as directed by the Headteacher.
- Leadership of a foundation subject or area across the whole school (post NQT year)

#### **Assessment**

- Implement school policy on Assessment, Recording and Reporting information to children, parents and teachers.
- Carry out statutory assessment requirements in line with Government Policy.
- Monitor the progress of pupils to ensure the best possible achievement for all.

### **Communication**

- Discuss with Headteacher/deputy Headteacher feedback from lesson observations and professional dialogues.
- Contact, where appropriate, Headteacher, parents and outside agencies in relation to individual pupils.
- Report to Headteacher on a day-to-day basis on any pastoral/medical problems concerning pupils - and take appropriate action in the absence of Headteacher or deputy Headteacher.
- Liaise with, and direct activities of classroom support staff.

### **Resources**

- Present a stimulating and tidy classroom environment and to ensure appropriate care of materials and equipment within the classroom.
- Ensure the physical environment reflects the work done and is attractively displayed.
- Take a shared responsibility for the display of work around the School.
- Ensure pupil-learning resources are prepared to high standards.
- Advise Subject Co-ordinators on subject requirements for material and physical resources.

### **Professionalism**

- To work within the aims and objectives of the school and to adhere to school curriculum policies.
- To understand and apply school policies in relation to health, safety, welfare and behaviour management
- To respect confidentiality at all times
- To demonstrate the positive values, attitudes and behaviour they expect from children
- To be aware of the current legal requirements and policy concerning the well-being of children
- To be an active team member and identify opportunities for working with colleagues, and managing their work where appropriate and sharing the development of effective practice with them.