



JOB DESCRIPTION

SPINAL POINT:	Main Scale
POST:	Class Teacher
FROM:	September 2022

All duties are to be carried out within the context of the “Teacher’s Pay and Conditions Act” and the regulations for the performance management of schoolteachers. All job descriptions will be subject to annual review.

Class Teacher: to take responsibility for the teaching of children in a named year group

RESPONSIBILITY:

CURRICULUM

- i. To plan, teach, mark, assess, record and report in accordance with the National Curriculum and agreed school policies.
- ii. To ensure differentiation in planning meets the individual learning needs of all pupils in the class.
- iii. To work within the ethos and agreed aims of the school, as set out in the Mission Statement.
- iv. To prepare children for life in a technological and multicultural society.

PASTORAL

- i. To liaise with staff and other colleagues within Foundation and Key Stage 1
- ii. To ensure the smooth transition of pupils to their new classes at the end of the school year.
- iii. To liaise with external support agencies and to manage IEPs for children in your class.
- iv. To promote the active involvement of parents in their children’s learning.
- v. To develop in children a sense of moral value, self-discipline and good behaviour.

STAFF

- i. To meet all the Teacher Standards (2012).
- ii. To attend and participate in all staff/team meetings as required.
- iii. To participate in appropriate training for personal and career development, maintaining an awareness of current educational practice.
- iv. To take part in the supervision and mentorship of student teachers as appropriate.
- v. To lead and direct support personnel.

RESOURCES

- i. To share responsibility for the careful organisation of school and classroom resources to enable effective teaching.

CO-ORDINATORS ROLE – SUBJECT/AREA

- i. To lead the development of subjects agreed with senior management team throughout the school.
- ii. To support colleagues and identify their training needs within the specified area of responsibility.
- iii. To purchase and organise resources for the teaching of (subject) to ensure that both staff and pupils have ready access to them.
- iv. To work co-operatively with staff, when appropriate attending and convening meetings for collective discussion, training and decision making.
- v. To liaise with junior school co-ordinator for (subject) as appropriate.
- vi. Monitor, review and update the implementation of the policy and schemes of work for (subject) throughout the school ensuring coverage and progression in all required skills.
- vii. To update and share the school (subject) assessment portfolio and to include in it samples of range of work.
- viii. To monitor the implementation of the whole-school Improvement plan for subject).

SPECIFIC TARGETS

- ◆ To plan and manage the budget for (subject).
- ◆ To keep up to date with current developments in (Subject) ensuring that staff, governors and parents are informed.
- ◆ To promote the use of (subject) as a cross –curricular activity through liaison with other co-ordinators.
- ◆ To Share in preparation of SIP plans or development plans related to (subject).