

CLASS TEACHER JOB DESCRIPTION (Mainscale 1 – UPS3)

This job description should be read in conjunction with Part 12 of the STPCD (and annex 1 to the STPCD for post-threshold standards) as well as the QTS professional standards.

Job Purpose:

The Class Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- have a working knowledge of:
 - the national conditions of employment for schoolteachers as set out in the current copy of the School Teachers' Pay and Conditions Document ;
 - the national standards for Qualified Teacher Status.

Duties:

The Class Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- take part in and contribute to meetings that relate to teaching/curriculum; cooperate with and, where appropriate, advise the head teacher and other colleagues in the review, development and management (*) of a subject in the [school/key stage];
- communicate and co-operate with specialists from outside agencies;
- plan for, organise and direct the work of support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers;

* management in this context means acting as a point of contact or a conduit. It does not imply having responsibility or being accountable for the teaching and learning of the subject across the school.

Post-threshold expectations:

provide a role-model for teaching and learning

make a substantial and sustained contribution (specifically agreed through performance management system) to the raising of pupil standards and contribute effectively to the work of the wider school team.