

# Main Scale Class Teacher



## Job description

**Salary:** Main Pay Scale  
**Responsible to:** Headteacher

This Job Description is an outline of the job to be undertaken and performed to the satisfaction of the Headteacher by the post holder.

The class teacher will 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.

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.
- ✓ 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 Headteacher and other colleagues in the review, development and management of a subject or aspect in the school.
- ✓ communicate and cooperate 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 staff.

**Note:**

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed in the light of those changing requirements and in consultation with the postholder.

In any event the Headteacher reserves the right to review and amend the job description.