



St Matthew's Church of England Primary School

Class Teacher

Job description

Responsible to: Headteacher / Deputy Headteacher
Salary: MPR / UPR

Main Purposes of the Job

- ✓ To carry out the duties of the Teacher in accordance with the Teachers Pay and Conditions document and other relevant statutory provisions.
- ✓ To teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- ✓ To maintain the positive ethos and core values of the school, both inside and outside the classroom;
- ✓ To build positive relationships amongst and between teaching and non-teaching staff, parents and governors

Main Responsibilities and Tasks

Professional Responsibilities:

- ✓ Contribute effectively to and be a supportive member of the staff team.
- ✓ Display a high standard of professional behaviour and integrity at all times, show initiative, be proactive and flexible and act as a role model for other staff and pupils;
- ✓ Work closely with all teachers and TAs who teach within the year group
- ✓ Make an impact on the educational and personal progress of pupils
- ✓ Follow systems and policies which apply to the children in the year group
- ✓ Contribute to the professional learning environment by keeping abreast of local and national educational initiatives, participating in staff meetings as required.
- ✓ To continue your professional development

Teaching and Learning:

- ✓ To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- ✓ To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
- ✓ To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- ✓ To maintain good order and discipline among the pupils, safeguarding their health and safety.
- ✓ To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- ✓ To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- ✓ To ensure effective use of support staff within the classroom, including parent helpers.
- ✓ To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- ✓ To liaise with outside agencies when appropriate eg. Educational Psychologist.

Recording and Assessment:

- ✓ To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- ✓ To prepare appropriate records for the transfer of pupils.

Leadership:

- ✓ To contribute to the development and leadership of a particular area of the curriculum.
- ✓ To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- ✓ To ensure that school policies are reflected in daily practice.
- ✓ To support the Headteacher in promoting the Christian ethos of the school.

Other Responsibilities:

- ✓ Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- ✓ Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- ✓ Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school specific procedures / rules that apply to this role.

The duties and responsibilities of any post may at the discretion of the Headteacher change from time to time and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.

Signature of Headteacher:

Date:

Signature of post holder:

Date: