LINKS PRIMARY SCHOOL

JOB DESCRIPTION- CLASS TEACHER

Core responsibilities of class teacher:

* Organisation and management of the classroom
* Regular planning with year-group partner
* Preparation of lessons
* Keep children safe and follow all safeguarding policies and procedures
* Assessment of pupils’ work
* Standards achieved by pupils
* Behaviour management
* Record keeping and reporting
* Work with and contribute to the school team
* Share whole school ethos
* Share responsibility within Health and Safety Policy
* Share school’s commitment to Equal Opportunities and Social Inclusion

KEY ACCOUNTABILITIES

POLICY AND LEADERSHIP

* To support actively and implement all agreed school policies whilst carrying out the normal course of teaching duties.
* To plan and assess pupils’ learning using knowledge of school policies, schemes of work and National Curriculum requirements for the relevant areas.

MANAGEMENT OF TEACHING AND LEARNING AND EVALUATION

* To provide for the learning experience and be responsible for the standards achieved by pupils in the class or teaching group.
* Using knowledge of school policy and National Curriculum requirements to plan differentiated work to meet the needs of individuals and groups.
* To promote progression, continuity and quality of learning.
* Use relevant classroom management strategies to ensure a purposeful and stimulating environment for teaching and learning to take place.
* Use a variety of suitable teaching and learning styles that communicate clear learning objectives and high expectations.
* To monitor and evaluate pupils’ learning.
* Monitor and assess pupils’ work and use assessment to inform planning and identify individual needs.
* Keep records of pupils’ progress and report achievement in line with school policy and statutory requirements.

MANAGEMENT OF PEOPLE

* To lead, manage and work collaboratively with a group of pupils and when appropriate, other adults and colleagues.
* Plan to manage pupil behaviour taking into account the personal, social and emotional needs of pupils.
* Work as a member of a team, planning co-operatively, sharing information, ideas and expertise.
* Establish good relationships with parents to promote pupils’ learning and development.

MANAGEMENT OF FINANCIAL AND PHYSICAL RESOURCES

* To develop, monitor and maintain classroom resources.
* Organise and maintain a stimulating working environment for the range of activities taking place.
* To manage resources in order to develop pupils’ responsibility for resources and the environment.

ADMINISTRATION

* To ensure that administrative requirements are fulfilled promptly and accurately.
* To keep records, provide written reports to parents and carry out procedures to satisfy school policies.