



# Job Description: Class Teacher

Accountable to: Headteacher / Assistant Headteacher

## **PURPOSE OF JOB:**

The post holder is required to carry out the duties of a schoolteacher as set out in the current Schoolteachers' Pay and Conditions Document and teaching standards, and particular duties as may be directed by the Headteacher.

The details set out below describe the main duties and responsibilities relating to the post, however a document such as this does not permit every item to be specified in detail, nor does it direct the amount of time to be spent on carrying them out, and no part of it can be so construed.

## **SPECIFIC TEACHING RESPONSIBILITIES**

### **Principal Duties**

- To teach within the Junior School (key stage 2) range.
- To enthusiastically promote our positive vision for the school.
- To work within the curriculum and organisational policies of the school
- To create and maintain an excellent, positive learning environment
- To work with and manage classroom support staff as part of a team
- To carry out recording and monitoring of pupils' achievements, and the maintenance of records
- To show a positive response to change and an enthusiasm to take initiative
- To take an active enthusiastic attitude to appraisal and be accountable to cohort targets

### **Additional Responsibilities:**

- To further develop the aims of the school by following the School Curriculum Plan with appropriate differentiation to meet the needs of the children in your class
- To liaise with parents and pass on to them relevant information concerning their children
- To manage and monitor the homework policy for your class
- To take responsibility for an extra-curricular activity
- To attend staff meetings and parent consultation evenings as part of directed time
- To be committed to organising and taking pupils on educational visits

### **Curriculum:**

To take responsibility for developing a curriculum subject in school, working in co-operation with colleagues.

This will involve:

- Taking responsibility for the leadership of a curriculum subject
- A willingness to develop your own understanding of the subject you are leading
- Acting in an advisory capacity to your colleagues
- Monitoring and evaluating the delivery of your subject area
- Taking responsibility for the curriculum resources
- The writing, implementation and monitoring of a development plan in co-operation with the Head teacher
- Taking responsibility for the management of the delegated financial budget for your curriculum area
- Attending appropriate INSET and awareness of both local and national initiatives in the curriculum area

**The specific responsibilities will be reviewed annually and may be altered, with the agreement of the post holder, to meet the changing needs of the school.**