



CLASS TEACHER JOB DESCRIPTION

SALARY SCALE: MAINSCALE OR UPPER PAY SCALE

INTRODUCTION

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher. The Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description may be amended at any time after discussion but, in any case, it will be reviewed annually. The school's Grievance Procedure will be used to resolve any dispute arising out of this job description.

GENERAL DUTIES

The education and welfare of a designated class/group of pupils, in accordance with the requirements of the School Teachers' Pay and Conditions Document currently in operation, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all pupils.

PLANNING, TEACHING AND CLASS MANAGEMENT

1. To teach a class of pupils, ensuring that their varying learning and social needs are met.
2. To set clear targets for improvement of pupils' achievement, monitor pupils' progress towards those targets and use appropriate teaching strategies in the light of this, where appropriate, in relation to literacy, numeracy and other school subjects.
3. To plan effectively to ensure that pupils have every opportunity to achieve their potential, notwithstanding differences of ability, ethnic origin, religion or gender, and take into account the needs of pupils who are underachieving or very able.
4. To keep an easily accessible Teacher's Planning File.
5. To secure a high standard of pupil behaviour in the classroom and around the school through establishing appropriate rules and having high expectations of discipline which pupils respect, acting to pre-empt and deal with inappropriate behaviour in the context of the behaviour policy of the school.

6. To plan effectively, where applicable, to meet the needs of pupils with Special Educational Needs and, in consultation with the SENCo, prepare, implement, monitor and review Individual Education Plans.
7. To create and maintain a stimulating classroom environment that is safe, tidy, caring and encourages pupils' independent learning, having due regard for school rules and the school behaviour policy.

MONITORING, ASSESSMENT, RECORDING, REPORTING AND ACCOUNTABILITY

8. To recognise the level that a pupil is achieving and make accurate assessments against attainment targets as applicable, and performance levels associated with other tests or assessments relevant to the subject(s) or phase(s) taught.
9. Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
10. To liaise effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievements, discussing appropriate targets, and encouraging them to support their children's learning, behaviour and progress.

OTHER PROFESSIONAL REQUIREMENTS

11. Maintain the positive ethos and core values of the school, both inside and outside the classroom.
12. Where applicable, to deploy support staff and other adults effectively in the classroom, involving them as appropriate in the planning and management of pupils' learning.
13. To take responsibility for implementing all school policies and practices.
14. To take responsibility for your own professional development, setting objectives for improvement and taking action to keep up to date with research developments in pedagogy and in the subject(s) you teach.
15. Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
16. To contribute to the overall development of the school by acting as a leader for one or more aspects of school life or curriculum areas, to be negotiated with the Headteacher.
17. Participate in the performance management system for the appraisal of your own performance and (as may be required) that of support staff.

HEALTH AND SAFETY

Every member of staff has a duty to care, and to co-operate with all health and safety requirements, including:

- taking appropriate responsibility for your own health, safety and welfare and that of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies;
- completing the risk assessments for all potentially hazardous on/off site activities;
- being familiar, and complying with, all health and safety policies;
- informing the School Business Manager of any health and safety concerns or "near misses";
- being familiar with the emergency action plans for fire, first aid and any other on- and off-site security issues;

- completing training and assessment as required to achieve a recognised first aid qualification;
- raising health and safety issues, as appropriate, with children.