

## JOB DESCRIPTION

### DESIGNATION OF POST: Class Teacher

**RESPONSIBLE TO:** Head Teacher

#### Main purpose

- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards

#### Main duties and responsibilities

1. To participate in arrangements made in accordance with Performance Management.
2. To plan and teach high quality lessons to pupils in the Primary age range, to meet the needs of all pupils.
3. To monitor children's progress through ongoing and formal assessments, keep meaningful records of achievement including updating the school's assessment tracker, and inform parents in line with school policies.
4. Be able to set clear targets based on prior attainment for pupils learning.
5. Promote the well-being, health and happiness of the children in their class and any other assigned groups; to foster positive self-esteem and hold high expectations of children's work and behaviour.
6. To take responsibility for the welfare and safety of all children on roll, but specifically for the class to which the teacher is attached.
7. Implement agreed school policies and guidelines
8. To develop and maintain a high standard of classroom management, providing a stimulating and supportive learning environment.
9. To use a range of strategies to provide quality experiences which meet the needs of all children in the class.
10. To ensure that the SENCO is kept informed about the progress of pupils with SEN.
11. To ensure that any concerns relating to Child Protection issues are forwarded to the Child Protection Officer.
12. To have a commitment to continuing professional development through participation and interest in school-based and external INSET and experience.
13. To keep up-to-date with latest educational developments through reports, newsletters, professional publications and documents issued by relevant bodies. e.g. RBG, Ofsted, DFE etc.
14. To establish and maintain good relationships with all members of the school community- pupils, parents, colleagues and governors.
15. To encourage and maintain a dialogue with parents about their child's development.



16. To have a commitment to and understanding of the school's and the LA's Equal Opportunities and Safeguarding Children Policies.
17. To be prepared to participate in after school activities such as clubs, school social events and parent workshops.
18. To attend and on occasions deliver assemblies.
19. To carry out any reasonable request made by the Head Teacher or his/her representative.

**In addition, Mainscale teachers are required to undertake a curriculum responsibility throughout the school, (to be agreed) – this does not apply to ECTs**

1. To monitor and evaluate pupil achievement in this curriculum area.
2. To plan, organise, monitor and continually improve the teaching standards in the subject.
3. To manage the subject budget and resource the subject area appropriately and effectively.
4. To review school practice with colleagues and purchase/draft schemes of work if appropriate.
5. To provide leadership and support for colleagues by engaging in continuing personal development and sharing expertise.
6. To lead by example in classroom management and organisation of this subject.
7. To advise colleagues, liaising with other curriculum co-ordinators.
8. To promote and support the use of IT in this subject.
9. To draw up, implement and evaluate an action plan for the maintenance and development of this curriculum area

This job description will be reviewed by negotiation.

Signed (Postholder):	Date:
Signed (Headteacher):	Date: