



Job Description for Class Teacher

Area of Responsibility: To be agreed

PRIME OBJECTIVE:

To teach children within the primary age range and to carry out such other associated duties as are reasonably assigned by the Headteacher.

The details set out below describe the main duties and responsibilities relating to the post of class teacher.

However, a document such as this does not allow for every item to be specified in detail, nor does it direct the particular amount of time to be spent on carrying them out.

Reference therefore should also be made to the current School Teachers Pay and Condition Document as well as the school's Directed Time Document.

PRINCIPAL RESPONSIBILITIES

To teach children within the primary age range in the role of a class teacher.

To work within the curriculum policies of the school, with due regard to the requirements of the National Curriculum.

To be responsible to the Headteacher through the school leadership team.

To maintain good classroom practice including the control and use of teaching materials /resources / books relating to class and/or curriculum responsibilities.

To be responsible with other staff, for the pastoral care, discipline and guidance of pupils.

To set and achieve the highest possible standards for each child.

To plan and monitor children's work.

To record, monitor and track pupil's achievements – to maintain satisfactory records in accordance with National Curriculum Requirements.

To identify, along with other staff, children with additional needs such as SEN or Gifted and Talented and to inform the Inclusion Leader.

To report to parents as required and to consult with parents regarding the educational needs and progress of their children.

To supervise the work of support staff as required and to supervise students when necessary.

To participate in Performance Management or any School Improvement arrangements with regard to local and national guidelines /requirements.

To lead collective worship on agreed occasions and to participate in other assemblies as and when required.

To contribute to and attend Open Evenings, Parents Consultation Evenings and meetings organised for giving information to Parents / Governors and for reporting to parents.

To have responsibility for the leadership and oversight of that area of the school budget allocated to you as a Class Teacher.

Any other duties as directed by the Headteacher.

ADDITIONAL RESPONSIBILITIES

To be involved in, and contribute to, curriculum responsibilities within the school.

Responsibility for the learning environment in areas of the school as designated by the Headteacher. This will include contributing to displays on agreed themes.

To attend staff meetings /planning sessions and INSET. To contribute to discussions as a member of the school team.

To supervise children at playtimes.

RESPONSIBILITIES AS LEADER FOR A SUBJECT THROUGHOUT THE SCHOOL;

NB: This section is not applicable to NQT's for the induction period

To be responsible for facilitating the systematic review of school policy stating overall aims for your area of responsibility.

To be responsible for the systematic review of the schemes of work for your area of responsibility for use by colleagues when planning for their own year group /class.

To plan and work as part of a subject team to create and establish links between subjects ensuring learning is meaningful, relevant and enjoyable for children.

To set a high standard of classroom practice.

To meet with Key stage /Year groups to advise and support with planning.

To advise and support individual teachers in their planning, offering suggestions about appropriate classroom activities to ensure equality of learning.

To support class teachers and the key person for assessment in planning opportunities within the subject.

To assist with the diagnosis of individual pupils' needs and developing differentiated materials and approaches, liaising with the Inclusion Leader.

To identify and budget for resource needs and inform the SLT of these.

To manage a small budget ordering and allocating resources appropriately; maintaining and updating high quality resources for the teaching of the subject.

To keep the Senior Leadership Team informed about the development of the subject throughout the school and identify priorities for the SIP, and formulate an action plan for the subject on an annual basis.

To plan with the SLT for an allocation of time to work alongside colleagues where possible.

To meet with other subject leaders to plan and review the curriculum.

To moderate assessments both within and across phase.

To maintain a subject leaders file

To plan for local visits and visitors to enhance topics within the subject.

To liaise with the press, marketing opportunities which celebrate our achievements.