



## Classteacher Job Description MPR 1-6

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### Main purpose

The teacher will:

- Take responsibility for the education and welfare of a designated class of children
- Have due regard to the requirements of the National Curriculum, LA and School policies
- Fulfil the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meet the expectations set out in the [Teachers' Standards](#)

### Duties and responsibilities

#### Teaching

- Plan and teach well-structured lessons to all children in the designated class(es), following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, to senior staff and to parents and carers in accordance with school policy

- To ensure a close match between the learning experiences offered and the individual needs of the children in the designated class(es) so as to give each child an opportunity to achieve to the maximum of his/her capability.
- To make appropriate educational provision for children with SEND and those learning EAL
- Set high expectations which inspire, motivate and challenge pupils. Where possible to make sure that the majority of the children's work is closely linked to first-hand practical experience
- Make accurate and productive use of assessment in order to promote good progress and outcomes by pupils
- To provide children with opportunities to manage their own learning and become independent learners.
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage children to become more responsible for their own learning.
- To create a secure, safe, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline
- To maintain a high standard of display and order both in the classroom and in other areas of the school
- Demonstrate good subject and curriculum knowledge
- If appropriate participate in arrangements for preparing pupils for external tests

#### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

#### Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- To foster each child's self image and esteem and establish relationships that are based upon mutual respect

#### Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

#### Communication

- Communicate effectively with pupils, parents and carers and outside agencies as necessary

### Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- To take responsibility for the management of other adults in the classroom

### Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### Other areas of responsibility

The post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiative as directed
- Ensuring compliance with GDPR legislation
- At all times operating within the school Equal Opportunities framework
- Commitment and contribution to improving standards for pupils and school improvement as a whole
- Ensuring the safeguarding of all pupils
- Follow school policies including the staff code of conduct

### Final Note

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role as directed by the headteacher.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

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