



**CLASS TEACHER JOB DESCRIPTION**

**1. Title and Grade of Post**

Class Teacher - Main and Upper Scale

**2. Purpose of the Job**

To teach pupils within the school and to carry out associated duties as are reasonably assigned by the Headteacher.

**3. Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment (see Appraisal Policy) to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

**4. Relationships**

The post holder is responsible to the Headteacher for his/her teaching duties and responsibilities and for teaching tasks. The post holder may be responsible for the supervision of the work of classroom assistants relevant to his/her responsibilities.

**5. Particular Responsibilities**

The particular responsibilities attached to the post of class teacher are as follows:

- A. teaching all areas of the primary curriculum;
- B. taking responsibility for the progress of a class of primary age pupils;
- C. organising the classroom and learning resources to create a positive learning environment;
- D. planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class;
- E. motivating pupils with enthusiastic, imaginative presentation;
- F. maintaining discipline;
- G. preparing and marking to facilitate positive pupil development;
- H. meeting requirements for the assessment and recording of pupils' development;
- I. providing feedback to parents on a pupil's progress at parents' evenings and other (often less formal) meetings;
- J. co-ordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area (for further details please see Subject Co-ordinator Job Description);
- K. working with others to plan and co-ordinate work;
- L. staying up to date with changes and developments in the structure of the curriculum;
- M. liaising with colleagues and working flexibly;
- N. working with parents and school governors to maximise their involvement in the school and the development of resources for the school.

**6. Key Tasks**

The key tasks attached to the post of class teacher are as follows:

- a. to monitor and report to parents on the progress of pupils in the allocated class;
- b. to assess pupils' achievements and progress in accordance with arrangements agreed within the school; and
- c. to mark class attendance registers.