

**Job description**

**Post Title** Class Teacher

**Responsible to** Phase Leader and Headteacher

**Purpose of the job**

To carry out all duties and responsibilities of a teacher as outlined in the current national conditions of employment including:

To main the positive ethos and promote the values of the school

To plan and deliver highly effective and engaging lessons which deliver good progress and achievement for all pupils

To be responsible for the pastoral wellbeing of pupils

To build positive relationships with pupils, staff, parents and governors which support the work of the school

**Main Activities and Responsibilities**

In accordance with the school’s policies and under the direction of the Headteacher:

**Safeguarding:**

Everyone in our school has a responsibility to provide a safe learning environment in which our children can learn. All staff members are prepared to identify children who may benefit from early help and understand their role within this process. This includes identifying any emerging problems so appropriate support may be provided and liaising with the designated safeguarding lead to report any concerns. All staff members are aware of and follow school processes (as set out in this policy) and are aware of how to make a referral to Social Care if there is a need to do so.

**Teaching:**

1. To plan and prepare units of work and complete planning documentation.
2. To teach, according to their educational needs, the pupils in your class, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
3. To promote the intellectual, physical and personal development and relevant social matters.
4. To make records of and reports on the personal and social needs to pupils.

**Assessment Recording and Reporting:**

1. To access, record and report on the development, progress and attainment of the pupils in your class.
2. To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
3. To participate in arrangements for preparing pupils and assessing pupils for Standard Attainment Tests and recording and reporting assessments

**Appraisal:**

1. To participate in arrangements for performance management procedures.

**Further Training and Professional Development:**

1. To keep under view your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher.

**Curriculum Development:**

1. To advise and co-operate with the head teacher and other teachers on the preparation and development of schemes of work, teaching materials, methods of teaching and assessment and pastoral arrangements
2. To take responsibility for specific National Curriculum subject(s): i.e. (To be decided on appointment)