



Bampton CE Primary School

Class Teacher

Job Specification

Reports to: Headteacher

Responsible to: Senior Leadership Team

Job purpose

- To undertake the professional duties and responsibilities of a Teacher as set out in the current School Teachers' Pay and Conditions document.
- To uphold the standards of teaching and the personal and professional conduct expected of teachers as defined in the Teachers' Standards.
- To plan, implement and deliver an appropriate and inclusive curriculum for all pupils in their class and in accordance with the SEN Code of Practice.

Professional duties

- Role model the ethos and core values of the school while teaching pupils.
- To ensure the safety and discipline of all children in the school, at all times, including playground supervision. Implement and review the School Behaviour Policy.
- To promote the well-being, emotional and social development and progress of each child in the class by teaching effectively and meeting the needs of all pupils through provision of an inclusive learning environment.
- To teach the School Curriculum ensuring that planning, preparation, recording, assessment and reporting is in line with school policy and national requirements.
- To mark/give feedback on work set in school and for homework so that the learners are informed how to improve.
- To ensure the effective and efficient use of any staff that are supporting teaching and learning in the classroom, including volunteers.
- To work respectfully with all members of staff and to undertake an appropriate share of collective responsibilities including participation in and contribution to team planning, self-evaluation, in-service training and professional development.
- To share in responsibilities for school acts of worship on a regular basis.
- To share expertise and to accept help and advice from other members of staff with special skills.
- To participate fully in the Appraisal Process, as defined in the school's appraisal policy, for the evaluation of their own performance.
- To take part in the school's staff development programme by participating in arrangements and opportunities for continuous professional development.
- To implement and follow school policies and procedures as approved by the Governors and SLT.
- To consult with and report to parents about children's progress, attainments and attitude.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Management duties

- To assume responsibility for the classroom and all the equipment contained within it, ensuring that the resources are kept clean, tidy and in good condition.
- To organise, support and liaise with non-teaching staff for the benefit of all pupils.
- To establish good working practices with Teaching Partners for the benefit of all children including those with Additional Needs.
- To attend staff, business and planning meetings, training days and parent evenings and to review curriculum areas as required.

Administrative duties

- To maintain an accurate register of the children's attendance at school.
- To compile and maintain adequate records of each child's progress and achievements throughout the school year and to complete a report for parents at the end of the school year in line with school policy.
- To keep an accurate record of work covered in all areas of the curriculum and to have available class planning documents.

Continuing Professional Development

- To keep a record of their own CPD
- To be willing to disseminate findings to staff within a staff meeting or training day.
- To be proactive in implementing any necessary changes to current practice in order to improve teaching and learning.

Review Date: June 2024