

## **CLASS TEACHER JOB DESCRIPTION**

**Post: Primary Class teacher.  
Grade: MPS/NQT**

These are the duties of teachers as spelled out in the Teachers Pay and Conditions Document. The list below reflects the needs and concerns of the school at present. As these change, so will the activities and requirements of teachers. It is intended that this job description will be reviewed annually to amend as necessary.

### Class Teaching Responsibilities

To plan and implement learning activities in accordance with school requirements.

To maintain records and carry out assessment activities in accordance to school requirements, including following the school's marking policy.

To contribute to discipline throughout the school, encouraging all pupils to maintain a high standard of behavior, following the school's codes and expectations on behavior management and discipline.

To be responsible for monitoring progress and attainment of all pupils and reporting to parents/carers on the progress of pupils in accordance with school requirements.

To mark attendance registers and take an active role in promoting good attendance in accordance with school requirements.

To follow school procedures as stated in the staff handbook and as instructed at other times.

To attend staff meetings and participate in INSET activities as required.

To be responsible for the pastoral needs of pupils and promote their well-being through offering guidance and advice and through monitoring their social and emotional development.

To ensure equal opportunities and the principles of inclusion inform the teaching and learning process and day to day experience for all groups including PP children, SEND children and LAC children

To undertake a range of administrative duties e.g. playground that promotes the efficient running of the school.

Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.

Know the local arrangements concerning the safeguarding of children and young people. Know how to identify potential child abuse or neglect and follow safeguarding procedures.



## **CLASS TEACHER PERSON SPECIFICATION**

### **Qualifications**

- DfES recognised Teaching Qualification.

### **Experience**

- Evidence of successful relevant teaching experience as teacher or student.

### **Knowledge, Skills and Aptitude**

- Knowledge and understanding of the National Curriculum.
- High expectations of oneself as a teaching professional and of all children from all groups.
- Knowledge and understanding of the principles of formative and summative assessment and target setting and ability to report upon the development, progress and attainment of pupils.
- Ability to provide a stimulating learning environment for primary education showing appropriate use of resources and equipment and good classroom organisation.
- Good knowledge of effective teaching and learning strategies including best practice in Assessment for Learning.
- Practice and understanding of the use of positive behaviour management.
- Ability to work as part of a team committed to school improvement.
- Ability to communicate effectively with all members of the school community
  
- Ability to support and facilitate links between home, school and other agencies.
- Understanding and commitment to the daily practical application of policies, particularly in relation to Inclusion, Equal Opportunities, Safeguarding and Health and Safety.
- Ability to demonstrate a commitment to continuing professional development.