



POST DESIGNATION: Class Teacher

RESPONSIBLE TO: Headteacher

Date: September 2021

Purpose of the job:

- To teach pupils in the Primary age range.
- To support the Head Teacher and Governors.

Duties and responsibilities

- To carry out the duties and responsibilities of a teacher as defined in the Schoolteacher's Pay and Conditions of Service Document under the reasonable direction of the head teacher.
- To participate in arrangements made in accordance with Performance Management.
- To teach pupils in the Primary age range and promote the well-being, health and happiness of the children in their class and any other assigned groups; to foster positive self esteem and hold high expectations of children's work and behaviour.
- To take responsibility for the welfare and safety of all children on roll, but specifically for the class to which the teacher is attached.
- To promote the aims and values of the school and teach according to the school's current policies, particularly the Teaching and Learning Policy.
- To develop and maintain a high standard of classroom management, providing a stimulating and supportive learning environment.
- To use a range of strategies to provide quality experiences which meet the needs of all children in the class.
- To plan collaboratively with, and contribute positively to, the Key Stage team to ensure consistency and continuity in the curriculum offered.
- To identify the needs of individual children and groups and plan differentiated activities.
- To ensure that the Senior Manager with responsibility for Inclusion is kept informed about the progress of pupils with SEN.
- To ensure that any concerns relating to Child Protection issues are forwarded to the Child Protection Officer.
- To monitor children's progress through ongoing and formal assessments, keep meaningful records of achievement, and inform parents in line with school policies.
- To have a commitment to continuing professional development through participation and interest in school-based and external INSET



- o To keep up-to-date with latest educational developments through reports, newsletters, professional publications and documents issued by relevant bodies. eg LBG, Ofsted, DfES etc.
- o To establish and maintain good relationships with all members of the school community- pupils, parents and colleagues.
- o To encourage in and maintain a dialogue with parents about their child's development.
- o To have a commitment to and understanding of the school's and the Equal Opportunities Policy.
- o To be prepared to participate in some school activities out of school hours such as PTA organised events, school social events etc
- o To attend Assemblies
- o To carry out any reasonable request made by the Head Teacher or his/her representative.

In addition you are required to undertake the following curriculum responsibility throughout the school, namely:

- ✓ To monitor and evaluate achievement in this curriculum area.
- ✓ To plan, organise, order and monitor use of appropriate resources.
- ✓ To review school practice with colleagues and draft schemes of work if appropriate.
- ✓ To provide leadership and support for colleagues by engaging in continuing personal development and sharing expertise.
- ✓ 5. To lead by example in classroom management and organisation of this subject.
- ✓ 6. To advise colleagues, liaising with other curriculum co-ordinators.
- ✓ 7. To promote and support the use of ICT in this subject.
- ✓ 8. To draw up, implement and evaluate an action plan for the maintenance and development of this curriculum area



1. Qualified teacher status
2. A good understanding of all aspects of classroom organisation, planning, assessment, curriculum development and record keeping.
3. The ability to deliver a broad and balanced curriculum which enables all pupils to become active learners in a positive environment.
4. A commitment to inclusion and the ability to liaise with other professionals in order to provide quality differentiated learning for all children with Special Educational Needs.
5. A commitment to and understanding of Equal Opportunities as laid down in the policy statements of the Authority at the school.
6. To have the ability to form good relationships with children, colleagues and parents using clear lines of communication.
7. A commitment to the Aims, Values and Ethos of the school and the willingness to contribute to the wider school community.
8. A willingness to undertake CPD in line with the School Improvement Plan and your Annual Performance Management Review.
9. The ability to lead a curriculum area (excluding NQTs).
10. To carry out any reasonable requests made by the Headteacher or their representative.
11. To have the ability to carry out effectively the stated Job Description.

***Please address all the selection criteria on your application form, numbering where appropriate would be appreciated.
Thank you***