



Class Teacher Job Description

Designation: Class Teacher

Location: St Barnabas and St Philip's School

Reporting to: Headteacher

Grade: Main Pay Scale 1 -6

1. Duties

- 1.1 The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the class teacher to ensure that his/her professional duties are discharged effectively.
- 1.2 This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher and Governing Board by the class teacher. The duties set out below relate to the overall class teaching requirements and related expectations of a class teacher.

2. Specific Responsibilities – Professional Duties

Teaching & Learning

- 2.1 Within the class: to ensure the full implementation of the National Curriculum Orders for all subjects, or the Foundation Stage content as defined in current DFE documentation (as applicable to the year group).
- 2.2 To assist as required and applicable in the devising and following of subject policies and schemes of work to meet the requirements of the current National Curriculum Orders.
- 2.3 To plan and deliver subject content, recording pupils' progress in the subjects and making any required assessments to enable all children to have equal access to the curriculum in line with the Equal Opportunities Policy. To undertake responsibility for devising differentiated plans for pupils on the SEND register in collaboration with the SENDCo.
- 2.4 To oversee the management of classroom resources, including ICT equipment, ensuring resources are readily available, shared equally and maintained and stored appropriately.

- 2.5 To set a high standard of display of pupils' work in the classroom and shared common areas of the school in line with the school's Learning Environment Policy
- 2.6 To deploy additional classroom adults as appropriate to the needs of the class.

Assessment & Reporting

- 2.7 To monitor and report on the quality of pupil attainment in all subjects to your line manager, the headteacher, governing body, outside agencies and parents as applicable.
- 2.8 To assess, record and report on the development, progress and attainment/achievement of pupils in oral and written form.
- 2.9 To promote and facilitate parental involvement in the teaching and learning through a shared school/home approach.
- 2.10 Prepare children for, administer and organise relevant end of year or key stage assessments.

Training & Development

- 2.11.1 To participate in In Service Training (INSET)/Continuing Professional Development (CPD) meetings at the school and meetings which relate to the administration or organisation of the school.
- 2.12 To participate in arrangements for a teacher's own appraisal (Teacher Appraisal) and/or the appraisal of others as applicable.
- 2.13 To advise other staff and students on teaching practice and to assist with INSET for staff and governors when required and when it is applicable to do so.
- 2.14 To work with Kensington LA on local and national initiatives for all subjects of the National Curriculum, as determined by the headteacher.
- 2.15 To keep up to date with current developments in policy and practice

3. Other Responsibilities

- 3.1 At all times, working to support the aims of and ethos of this school as a church school.

- 3.2 To maintain good order and management among the children so as to safeguard their well-being both on the school premises and when they are engaged in authorised school activities elsewhere.
- 3.3 To have due regard to and follow the school's safeguarding procedures in line with the child protection policy.
- 3.4 To have due regard to and support the school's policy on Inclusion and equality of opportunity for all.
- 3.5 To attend assemblies, collective worship and school church services.
- 3.5 In addition, to undertake such duties of a similar nature as may be reasonably directed by the headteacher.

Note:

The duties and responsibilities of this post may vary according to the changing needs of the school. This job description and person specification criteria may be reviewed at the discretion of the Headteacher in the light of changing requirements and in consultation with the post holder and governing body.

Date of issue: _____

Signature of Teacher: _____

Signature of Headteacher: _____