

## **Job Description Class Teacher**

<b>Job Title:</b>	Class Teacher
<b>Salary Arrangements:</b>	Main Pay + SEN Allowance
<b>Responsible to:</b>	Senior Class Teacher
<b>Responsible for:</b>	The pupils in your charge, all pupils in school, Teaching Assistants, Liaison with Multi Professional team working both in and outside of school.
<b>Important relationships:</b>	Principal, Senior Leadership Team, pupils and parents, other members of the teaching and non-teaching staff, the Governing Body, other professionals especially with reference to therapies, communication aids, Social Care, specialist IT.

### **Job Summary**

The Class Teacher is responsible for the education and welfare of designated classes or groups of pupils in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the school's aims, objectives and schemes of work, and school policies and to fulfil the 'Professional Standards' for Teachers in England. To share in the corporate responsibility for the wellbeing and pastoral care of all pupils. To carry out any reasonable instructions given by the Principal or Senior Leadership Team.

### **Principle Duties and Responsibilities**

#### **1) Management of Learning, Teaching and Resources**

- 1.1 Have clear intentions for children's learning and to use knowledge of school policy and National Curriculum requirements to plan differentiated work to meet the needs of individuals and groups promoting progression, continuity and quality of learning.
- 1.2 Use a variety of suitable teaching and learning styles and to communicate clear learning objectives and expectations.

- 1.3 Use relevant classroom management strategies to ensure that a purposeful environment for teaching and learning can take place.
- 1.4 Organise and maintain a stimulating working environment appropriate for the range of activities taking place.
- 1.5 Ensure that resources are organised and readily available to promote learning.

## 2) Management of People and Pupils

- 2.1 Support behaviour taking into account the personal, social and emotional needs of pupils.
- 2.2 Establish and maintain a positive regard towards both pupils and staff.
- 2.3 Work as a member of a team, planning co-operatively, sharing information, ideas and expertise.
- 2.4 Consult and plan with multi-agency colleagues, as appropriate.
- 2.5 Establish good relationships with parents and carers to promote pupils' learning and development.

## 3) Evaluation and Quality

- 3.1 Consistently and accurately assess pupils' **attainment** in English, maths and science
- 3.2 Monitor and assess pupils' work and use assessment data effectively to inform planning and identify individual needs. Use these assessments to set appropriate targets.
- 3.3 Keep effective and in-depth records of pupil progress and report overall **achievement** in lines with school policy and statutory requirements
- 3.4 Write the report for Annual Review and provide high quality video/photo evidence to present at review.
- 3.5 Gather evidence of work for the purposes of moderation.

## 4) Management and administration

- 4.1 Attend and lead assemblies as required.
- 4.2 Register pupils at the beginning of the morning and afternoon sessions.
- 4.3 Supervise pupils in the playground and at lunch according to the rota.
- 4.4 Attend weekly staff meetings.

**5) Professional development**

- 5.1 Attend school based in-service training.
- 5.2 Deliver in-service training to colleagues as appropriate.
- 5.3 Take an active part in identifying and working on one's own professional development needs.

**6) Whole-school responsibilities**

- 6.1 To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the OHCAT and the school's safeguarding policies.
- 6.2 Maintain good order among pupils and safeguard their health and safety.
- 6.3 To follow all school policies, guidelines and procedures.
- 6.4 To contribute to the school improvement planning and school self-evaluation process as appropriate
- 6.5 Offer the pupils an excellent model of good relationships, attitudes and behaviours.
- 6.6 Participate in the performance management process agreed in school, in line with national guidelines.
- 6.7 To play a full and active part in the life of the school.

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**General notes**

- (1) Job descriptions are to be reviewed annually.
- (2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.