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| Job Title | Class Teacher |
| Responsible to: | Head Teacher Deputy Head Teacher Assistant Headteachers |



Duties

The job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in the document as relevant to the post holders' title and salary grade. In addition there is a reasonable requirement in accordance with the Conditions of Employment that certain particular duties will be undertaken and completed in a satisfactory manner.

1. To take responsibility for a class group of pupils, including their pastoral care.
2. To teach, according to pupils' individual educational needs, the class group or groups of pupils.
3. To plan work appropriate to individual and groups of pupils taking account of pupils' IEPs and statements and the appropriate curricular provision. To maintain planning documentation as required by the Head teacher.
4. To be responsible for promoting and safeguarding the welfare of children within the school.
5. To assess pupils' achievements and progress and to maintain appropriate Assessment, Recording and Reporting documentation as required by the Head teacher.
6. To report to parents on the progress of pupils, and build good, positive working relationships with the parents.
7. To attend meetings/case conferences and liaise with support services and outside agencies concerning individual and groups of pupils.
8. To organise, support, supervise and appraise the work of the classroom support staff.
9. To work with your staff team to maintain a stimulating and safe class environment for pupils to work in.
10. To maintain positive behaviour in line with the school policy and procedures.
11. To co-ordinate a curriculum subject as agreed with the Head Teacher.
12. To oversee the use of a class budget.
13. To contribute to a range of meetings – staff meetings, Department meetings, Training Days etc.
14. To liaise with support services and outside agencies as appropriate.
15. To promote Equal Opportunities within the school.
16. To work flexibly and be prepared to support and take an active role in projects such as Outreach and Supporting Extended Learning At Home (SELAH) as appropriate.

17. All employees are employed by the school and, whilst the school does not have a policy that involves staff regularly moving classes, all staff will be expected to work flexibly across the school in the best interests of the children as deemed necessary by the Senior Leadership and Management team.

Duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.