



## Job Description – Class Teacher

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**Accountable to:** Headteacher

**Purpose:** To support the Headteacher in creating, developing and evaluating the aims of the school in partnership with pupils, staff, governors and parents. To teach to the full range of ability.

### Duties and Responsibilities as a Teacher

To be read in conjunction with the School Teacher's Pay and Conditions Document Part XII and the Teachers Standards document.

- a) To teach effective lessons and be responsible for this to the Headteacher.
- b) To ensure that lessons are well prepared, all work marked regularly, and homework set according to agreed policy.
- c) To plan appropriately to meet the needs of all pupils through differentiation in tasks.
- d) To maintain records of pupil attainment, and to be aware of standards achieved, so enabling assessments to be provided whenever necessary.
- e) Lead, organise and direct support staff within the classroom as appropriate.
- f) To produce effective reports on pupil progress and targets for improvement.
- g) To ensure high standards of behaviour from students.
- h) Provide a stimulating classroom environment with resources accessible to all pupils.
- i) To work as a member of a team, seeking to implement its aims and objectives, extending knowledge and understanding of the curriculum, recognising the need for change, and contributing where necessary to the writing/development of new material and schemes of work.
- j) To attend staff meetings as required.
- k) To discuss with the Headteacher and colleagues those aspects of pupils' performance which are a cause for concern, and to seek advice, guidance or support where appropriate.
- l) To promote the general progress and personal and social well-being of pupils.
- m) To participate in performance management – identifying areas for development and accessing appropriate training and professional development.
- n) To provide work for classes (whenever possible) when absent.
- o) To communicate and consult with the parents of pupils through attendance at Parents' Evenings.
- p) To have regard to the school Health and Safety policy.
- q) To promote and safeguard the welfare of children and young persons within the school.

This job description, which is subject to review, has been agreed between the Post-holder, the MAT and the Headteacher.

Teacher  
Signed ..... Printed ..... Date.....