# Sitwell Infant School



**Job title:** Class Teacher

**Salary:** MPS

**Responsible to:** Headteacher & Governing Board

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers’ Pay and Conditions document and within the range of teachers’ duties set out in that document.

**Job Purpose**

* To carry out professional duties and to have responsibility for an assigned class.
* To be responsible for the day-to-day work and management of the class and the safety and welfare of the children, during on-site and off-site activities.
* To promote the aims and objectives of the school and maintain its philosophy of education.

Main duties & responsibilities

* To establish a purposeful learning environment where diversity is valued and where children feel safe, secure and confident.
* To plan and prepare lessons in order to deliver the EYFS Framework/National Curriculum ensuring breadth and balance in all subjects.
* To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations relevant to all children in their class.
* To maintain good order and discipline among the children, safeguarding their health and safety.
* To organise and manage groups or individual children, ensuring differentiation of learning needs, reflecting all abilities.
* To plan opportunities to develop the social, emotional and cultural aspects of children’s learning.
* To provide homework and other out-of-class work which consolidates and extends work carried out in class and encourages children to learn independently.
* To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress.
* Provide constructive feedback to support children as they learn, including marking work.
* To prepare appropriate records for the transfer of children.
* To ensure effective use of support staff within the classroom, including parent helpers and students.
* To set high expectations for children’s behaviour and establish a clear framework for classroom discipline in line with school policy to anticipate and manage children’s behaviour constructively and promote self-control and independence.
* To participate in staff meetings and events as required.
* Contribute to the development and co-ordination of a particular area of the curriculum.
* To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
* To ensure that school policies are reflected in daily practice.
* To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional.
* To liaise with outside agencies when appropriate eg. Educational Psychologist, Learning Support Teachers, Speech & Language Therapists.
* To continue professional development, maintaining a portfolio of training undertaken.
* To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
* To support the Headteacher in promoting the ethos of the school.
* To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
* To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
* To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures/rules that apply to this role.

## Further statement

The job description and allocation of particular responsibilities may be amended by agreement during the appraisal review.