

**JOB DESCRIPTION**

DRAFT

**POST HELD:** Class Teacher

**RESPONSIBLE TO:** Headteacher and Governors

**RESPONSIBLE FOR:**

Ensuring the achievement of high standards of pupil attainment, behaviour and motivation through the provision of high quality learning and teaching.

**GENERAL DUTIES**

Please see the current School Teachers' Pay and Conditions Document.

**PROFESSIONAL DUTIES**

**TEACHING**

- Planning and preparing lessons in collaboration with the teacher in the parallel class
- Teaching pupils, according to their educational needs, including the setting and marking of work
- Show a high standard of teaching ability at all times which maintains the schools' aims and practices and meets the requirements of the National Curriculum
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Deploying an LSA, effectively to support teaching and learning in the classroom
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both on the school premises and when engaged in authorised school activities elsewhere
- Ordering resources in conjunction with the Administrative Assistant to support teaching and learning
- Following the school's policies and procedure in all areas including SEN, Safeguarding children and behaviour
- To establish effective working relationships and set a good example through their personal and professional conduct
- Manage parents and other adults in the classroom
- With colleagues, helping to develop a curriculum that meets the needs of pupils in the Key Stage.
- Setting appropriate, challenging targets for pupils in their care

**OTHER ACTIVITIES**

- Leading a subject / phase / federation priority across the whole organisation
- have overall responsibility and accountability for your areas of responsibility, ensuring curriculum continuity, consistency, balance, match and progression
- lead regular meetings relevant to your areas of responsibility with appropriate colleagues
- promoting the general progress and well being of individual pupils and classes assigned to him/her
- communicating and consulting with parents and governors

- communicating and co-operating with outside agencies related to the education and development of children in his/her class
- provide a stimulating and caring environment appropriate to the needs of the children, establishing positive relationships with the aim of encouraging them to form effective relationships with their peers and other adults
- encourage each child to achieve his/her maximum potential and meet high expectations
- participating in meetings arranged for any of the purposes above

**PERFORMANCE MANAGEMENT**

- participating in arrangements made in accordance with the Education regulations for the appraisal of his/her performance
- to carry out the performance management review of the Learning Support Assistant working in your class

**REVIEW: FURTHER TRAINING AND DEVELOPMENT**

- reviewing from time to time his/her methods of teaching and programmes of work
- participating in arrangements for his/her further training and development as a teacher

**GENERAL**

- To undertake other tasks as reasonably required by the Headteacher; that are commensurate with the grading and designation / responsibilities of the post.

**NOTE**

The job description will be reviewed annually. In addition it may be amended at any time after consultation with you. Two copies of this document should be signed. The teacher should retain one copy and the other copy should be kept in school.

Signed..... Date.....

Headteacher .....