



## Willowcroft Community School

### Job Description for Class teacher

**Salary: Main Scale**

**Full Time**

#### **Introduction**

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the school's Stress at Work Policy and the Dignity at Work Policy.

#### **Job Purpose**

- Teach groups and classes of pupils, and ensure the planning, preparation, recording, assessment and reporting meet the variety of learning and social needs.
- Maintain the positive values and ethos of the school and its commitment to working effectively with parents, governors and support agencies, both inside and outside the classroom.

#### **Main Job Tasks and responsibilities**

- Implement agreed school policies and guidelines
- Support agreed initiatives
- Plan appropriately to meet the needs of the pupils, through differentiation of tasks
- Set clear targets, based on prior attainment, for pupils' learning
- Provide a stimulating classroom environment, where resources can be accessed appropriately by the pupils
- Keep appropriate and efficient records, as agreed.
- Report to parents on the development, progress and attainment of pupils
- Have high expectations of pupil behaviour and adhere to the school's behaviour policy and code of conduct.
- Participate in meetings which relate to the school's management, curriculum, administration and organisation.
- Communicate and co-operate with professionals from outside agencies
- Lead, organise and direct support staff within the classroom.

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- Participate in the performance management system for the appraisal of your own performance or that of other teachers
- Be committed to own continuing professional development.
- Provide consistently good quality teaching and have high expectations of the children's achievement.

### **General Responsibilities**

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

