

JOB DESCRIPTION: CLASS TEACHER



Post: Class Teacher (Y1-4)

Responsible to: Head of Year (& ultimately Heads of Department & Senior Leadership Team)

Teaching work is defined in The Teacher's Disciplinary (England) Regulations 2012 to encompass:

- Planning and preparing lessons and courses for pupils;
- Delivering and preparing lessons to pupils;
- Assessing the development, progress and attainment of pupils;
- Reporting on the development progress and attainment of pupils.

In addition to the above, the following duties are deemed to be included in the teacher's job description:

Staff & Curriculum

1. Work as a team with fellow year group teachers, meeting formally at least once a week
2. Update fellow teachers of any new teaching styles/findings you have found
3. Ensure that the year group works effectively, smoothly and in tandem
4. Be involved in decision making and policy development across the school in consultation with whole staff, where appropriate
5. Feedback to whole staff of any course information or professional development enabled by the school
6. Produce comprehensive weekly plans for Maths & English and unit plans for all other subjects
7. Write detailed medium term plans using school schemes of work and subject policies
8. Teach all required subjects to a class
9. Maintain a well organised and pupil friendly classroom
10. Ensure the classroom is a lively and interactive learning environment
11. Attend such staff meetings before and after school, as the Head Master might consider necessary for the efficient running of the school.

Pupil progress

1. Manage pupil progress socially and academically whilst tracking the progress of individual pupils within your class
2. Hold teacher-parent meetings when required
3. Write end of term reports
4. Take part in and help organise year group productions
5. Organise class presentations during assembly time
6. Give motivational and constructive feedback to pupils
7. Arrange and promote trips and speakers within the year group
8. Manage pupil homework, following Abercorn School's Homework Policy
9. Maintain pupil profile records for the class
10. Apply Abercorn School's Marking, Recording and Assessment Policy
11. Complete pupil references for future schools
12. Once a term, with other year group teachers, undertake the monitoring and sampling of pupils' work

Pastoral Care

1. Get to know all pupils in the class as well as possible
2. Monitor attendance and punctuality of the class
3. Keep reports of pupil behaviour, completing pupil notes following any incidents
4. Make contact with parents to discuss pupil behaviour, where appropriate in association with the Head of Year and/or Deputy Head, and complete an appropriate record of communication
5. Liaise with SENCO, and where appropriate, with outside agencies
6. Meet regularly with the Head of Year/ Deputy Head to provide feedback on pupil behaviour
7. Maintain each child's pastoral care and concern record
8. Take steps to prevent bullying and support victims of bullying as per Abercorn School's Anti-bullying Policy
9. Promote and safeguard the welfare of pupils
10. Maintain a constant awareness of all issues relating to child protection and report any concerns to Abercorn School's Child Protection Officer
11. Promote "Every Child Matters"

Other duties and responsibilities

1. Complete registers promptly twice a day
2. Manage the class budget and follow up any class orders
3. Maintain a good working relationship with parents
4. Be available to meet with parents at any reasonable time
5. Respond promptly to all correspondence including emails
6. Undertake duties at break and lunch time
7. Provide a reasonable amount of cover as required
8. Attend school functions as are deemed part of the annual cycle of the school year
9. Support and guide classroom assistants if applicable.