



Job Description

Job Title: Class Teacher

Scale: Main scale (based on experience) NQTs are welcome to apply

Responsible to:

- The **Executive Headteacher, Head of School** and the Local Governing Body of the school

Relationships:

- Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

Responsibilities:

Take responsibility for a class of children determined on an annual basis by the **Executive Headteacher and Head of School** and in accordance with the duties listed below:

- Carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document;
- Undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England;
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.

As a Class Teacher you will:

- Implement agreed school policies and guidelines;
- Support initiatives decided by the **Head of School** and staff;
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- Be able to set clear targets, based on prior attainment, for pupils' learning;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- Keep appropriate and efficient records, integrating formative and summative assessment into planning;



- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
- Report to parents on the development, progress and attainment of pupils;
- Promote the school's behaviour for learning policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Make effective use of ICT to enhance learning and teaching;
- Lead, organise and direct support staff within the classroom;
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.

Name of Post holder:

Date:

Signature of Post holder:

Signature of Head of School.....