

## **JOB DESCRIPTION FOR CLASS TEACHER**

**Responsible to:** Phase Leader, Headteacher

### **Core Purpose**

- ❖ To ensure high quality education for all pupils in a designated class.
- ❖ To support the aims, values and ethos of the schools and to carry out the duties as laid down in the current Teachers' Pay & Conditions Document.
- ❖ To fulfil the conditions of service as laid down in the Teachers' Act 1988. To consider at all times the health, safety and welfare of all children in the school and to maintain and be responsible for discipline and good order of pupils within their class and out of school activities.

### **Key Areas of Activity**

1. Planning effectively to ensure that pupils have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of pupils who are underachieving, very able, or not yet fluent in English, making use of relevant information and specialist help where available.
2. To plan effectively, where applicable, to meet the needs of pupils with Special Educational Needs and, in collaboration with the Inclusion Leader, make an appropriate contribution to the preparation, implementation, monitoring and review of Individual Education Plans.
3. Take account of ethnic and cultural diversity to enrich the curriculum and raise achievement.
4. To work co-operatively with year group teachers, as a member of a phase or whole school team, for planning, preparation, organisational, monitoring and review purposes.
5. To plan and prepare work on a weekly, termly and yearly basis, taking into consideration the requirements of the National Curriculum and relevant school policies and guidelines.
6. Secure a good standard of pupil behaviour in the classroom by establishing appropriate rules and high expectations of discipline which pupils respect; act to pre-empt and deal with inappropriate behaviour in the context of the behaviour policy of the school.
7. Assess how well learning objectives have been met and use this to provide constructive feedback to pupils and to set appropriate targets and level work.
8. Assess and record each pupil's progress systematically and use records to
  - Check pupils have understood and completed work set
  - Monitor strengths and weaknesses
  - Inform planning

- Set clear and challenging targets

9. Liaise effectively with pupils' parents/carers through informative oral and written reports on pupil's progress and achievements, discussing appropriate targets, and encouraging them to support their children's learning, behaviour and progress.

10. Take responsibility for implementing school policies and practices, including those dealing with bullying and racial harassment.

11. Take responsibility for continuing professional development, setting objectives for improvements, and taking action to keep up-to-date with research and developments with pedagogy and in the subject(s) you teach, including participating in in-service training that has been arranged by school.

12. Where applicable, deploy support staff and other adults effectively in the classroom, involving them, where appropriate, in the planning and management of pupils' learning.

13. Where applicable lead and take responsibility for an area of the curriculum, mutually agreed with the Headteacher.

14. To support curriculum initiatives and developments within the school.

15. To ensure that the classroom is well organised, efficiently run and that childrens' work is appropriately and attractively displayed in the classroom, corridor or hall.

16. To attend and/or lead assemblies when asked by senior staff.

17. To be aware of the resources held in school and to organise appropriate use of them within the classroom. To ensure that they are maintained carefully and support the staff in keeping tidy, orderly resource bases.

18. To communicate and co-operate with groups or individuals who can assist in the educational aims of the class teacher, e.g. Subject Leaders, Inclusion staff, Psychologists, Audiologist, School Nurse etc.

19. To perform regular playground duties as required.

20. To attend punctually and participate in meetings and briefings that relate to the curriculum, administration and organisation of the school.