

## **Old Sarum Primary School CLASS TEACHER JOB DESCRIPTION**

**Job Title:** *Class Teacher*

### **Job Purpose:**

The Class Teacher will:

- be responsible for the education and welfare of a designated class of pupils in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the school's aims,
- objectives and schemes of work, and any policies of the Governing Body, and ensure that planning, preparation, recording, assessment and reporting meet the pupils 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;
- ensure that the current national conditions of employment for schoolteachers are met.
- take an appropriate share of the responsibilities attached to teachers generally within the school in connection with the teaching of pupils, the preparation and marking of their work, and the promotion and assessment of their progress.
- share in the corporate responsibility for the well being and discipline of all pupils.

### **Duties:**

The Class Teacher will:

- work under the reasonable direction of the headteacher, whose responsibility it is to ensure a reasonable balance in the workload of each teacher is maintained.
- support the school's Mission, Aims and Objectives.
- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher 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 weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;

- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialists from outside agencies;
- 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.

**Specific curriculum responsibilities** (not applicable to Newly Qualified Teachers)

The Duties of a Subject Co-ordinator will be to:

- lead a working party to co-ordinate the writing, review and evaluation of policies and schemes of work in line with the School Improvement Plan.
- to provide leadership and demonstrate good practice in the teaching of the subject
- advising the HT on the development of the subject in the school
- monitoring the quality of learning and teaching by:
- collecting evidence of how subjects are being delivered
- assisting the headteacher in evaluating this evidence
- consulting advisers and inspectors
- sampling and moderating children's work and collecting for school portfolios
- observing lessons
- lead or provide for INSERVICE training
- keep abreast of National and Local Initiatives and evaluate their implementation within the school
- budget for resources within the financial development plan
- keeping governors and parents informed on the subject
- develop and implement an Annual Action Plan
- conduct an audit of the subject

This job description is to be considered alongside the statements of the Schoolteachers' Pay and Conditions of Service document. It is also to be seen in the context of the ethos of the School.