

JOB DESCRIPTION - CLASS TEACHER

JOB TITLE: Class Teacher

SALARY: Main Teacher Pay Grade

SCALE: 1-6

JOB PURPOSE:

To take responsibility for the progress and development of an agreed group of pupils (the class) or a subject throughout the school for an academic year. To be responsible for the planning, preparation and delivery of a differentiated curriculum within the agreed policies of the school. All work to be conducted in line with the provisions of the School Teachers Pay and Conditions Document.

The class teacher will:

- Maintain and build on their current career stage in accordance with the Teaching Standards.
- 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.
- Ensure that the current national conditions of employment for school teachers are met.

DUTIES:

The Class Teacher will:

- Be aware of and work within the Teaching Standards at all times.
- Support initiatives decided by the Headteacher and staff.
- To maintain an up to date knowledge of local and national initiatives.
- Ensure that teaching and learning opportunities take into account the five ECM outcomes and that these are planned for, monitored and central to the development of the children.
- Ensure planning and assessments are available to the SLT within the time frame allocated.
- 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.
- Write, monitor and update ILPs as appropriate.
- To make provision for the special educational/gifted and talented needs of all pupils in their care.

- To make provision for the bilingual needs of all pupils in their care.
- To work in partnership with the parents and other staff to ensure effective implementation of both the authority and the school equal opportunities policy.
- Provide information to parents at least three times a year on pupil strengths and weaknesses and National Curriculum levels against age related expectations.
- Liaise with parents on the development, progress and attainment of pupils social, emotional, behavioural and academic well being.
- Establish home school links to encourage parents to support their children.
- Provide a stimulating classroom environment, where resources can be assessed appropriately by all pupils.
- To control and oversee the use, management, care and storage of all teaching and learning materials in their care, including teaching pupils how to use equipment appropriately, safely and prudently.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- To contribute to the welfare of all the pupils, throughout the school, by setting a personal example of the ethos of the school, working as part of the staff team and supporting colleagues.
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
- To assist in formulating the aims of the school and the establishment of policies that reflect the agreed aims.
- 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 staff as appropriate.
- Preparation and presentation of records, reports and legal documents (e.g. registers) required by the Headteacher and/or outside agencies, to an agreed timetable.
- To ensure high standards of work, behaviour, attendance and punctuality from pupils, in accordance with school policy and practice.
- To accept responsibility for the health and safety of pupils directly in their care and to monitor the same for the pupils indirectly in their care, throughout the school.
- In the execution of the above responsibilities, the teacher will be line managed by the Headteacher.