



## **JOB DESCRIPTION: CLASS TEACHER – Main/Upper Pay Scale**

### **JOB PURPOSE**

#### **The Class Teacher will:**

- 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 are met.

### **DUTIES**

#### **The Class Teacher will:**

- Have a sound knowledge and understanding of the school's aims, priorities and targets.
- Implement and uphold agreed school policies and guidelines.
- Support initiatives decided by the Head Teacher and staff.
- 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 own performance or that of other teachers.
- Foster a safe and caring environment for all pupils in school.
- Safeguard the pupil's and your own safety when on school premises.
- Form positive working relationships with parents and carers.
- Contribute to good staff relationships.
- Attend and contribute to school staff meetings as appropriate.
- Take daily registration, ensuring absence or lateness is reported to the office.

### **PLANNING**

- Plan in partnership with reception class teachers within the year through weekly planning meetings.
- Use school agreed planning formats.
- Observe, assess and record each child's progress.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Report to parents on the development and progress of pupils.
- Show an awareness of equal opportunities in all aspects of the day to day duties relating to staff and pupils and the school community.

### **TEACHING AND LEARNING**

- Motivate and stimulate the pupil's learning abilities, often encouraging them to learn through experience.
- Support the development of pupil's basic skills, including physical co-ordination, speech and communication.
- Develop pupil's curiosity and knowledge.
- Provide pastoral support to children, providing them with a secure environment to learn both inside and out, devising and producing visual aids and teaching resources.

- Organise learning materials and resources, and make imaginative use of resources; assisting with the development of pupil's personal/social and language abilities.
- Use appropriate teaching methods, in line with school policies.
- Have high expectations of behaviour and discipline in accordance with the school's behaviour policy.
- Effectively deploy and manage support staff to meet pupil needs.
- Review, evaluate and set individual pupil targets.
- Encourage pupil's mathematical and creative development through stories, songs, games, drawing and imaginative play.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.