**Class Teacher: Job description**

**Classroom responsibilities**

1. Have a good knowledge of all children in the class, including knowledge of each child’s previous education.
2. Follow the school’s guidelines for short and medium term planning.
3. Create a learning environment which is relevant to the abilities, aptitudes and needs of all learners, ensuring that each child experiences a balanced curriculum.
4. Identify children who require support and provide for their needs, whether they are more or less able pupils.
5. Ensure that the classroom provides a stimulating learning environment for the children with the appropriate materials and equipment, and that good care is taken of these resources.
6. Safeguard the health and safety of all pupils.
7. Maintain good order and discipline among pupils, both in class and around the school.
8. Attend assemblies, register the attendance of pupils and supervise pupils before, during and after school sessions.
9. Extend the themes from assemblies in class discussions and learning.

**Curriculum Responsibilities / Working as a Team**

1. Be responsible for the joint planning of the curriculum, ensuring continuity and progression with the other teaching staff.
2. Work together with all staff and team members in the weekly/daily planning to ensure a broad and balanced curriculum.
3. Work with children with special educational needs and to manage the time of the teaching assistants effectively to ensure the needs of the children are fully met.
4. Keep accurate records of pupil progress.
5. Take part proactively in staff in-service training.
6. Work effectively alongside colleagues within a key stage team.

**Staff Development**

1. Keep informed of educational developments through in-service training.
2. Work within the health and safety guidelines of the school.
3. Work within the values, aims and ethos of the school.
4. Follow the child protection guidelines of the school.

**Home School Liaison**

1. Consult with parents and encourage them to be involved in their children’s education.
2. Contribute to curriculum sharing evenings and newsletters.
3. Form good relationships with volunteer parent helpers in class and on school trips.

**Liaison with other Agencies**

1. Liaise with other agencies as necessary, maintaining confidentiality at all times.
2. Support the school links with the local community.
3. Work alongside governors, involving them in the life of the school.