



Job Description - Class Teacher

JOB PURPOSE

To take primary responsibility for the academic, social and welfare needs of all pupils within the class, ensuring that parents are kept fully informed of their child's progress.

RESPONSIBLE TO

Heads of department and Deputy Head (Academic) for teaching allocated class(es) to achieve curriculum objectives consistent with the abilities of the pupils. Responsible to Deputy Head (Pastoral) for matters relating to pastoral welfare and behaviour.

TEAM RESPONSIBILITIES:

Staff Meetings, Section Meetings

Key Tasks and Responsibilities:

- Provide Termly and Weekly planning of lessons to meet the needs of the pupils
- Take an active part in the welfare and pastoral care of all pupils, monitoring behaviour, relationships and social development
- Be informed about and encourage all aspects of each child's school life: moral, spiritual, physical, academic, artistic, musical, sporting and leisure pursuits
- Maintain a tidy and stimulating classroom environment with changing displays of children's work, where resources can be accessed appropriately by all pupils
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- Keep appropriate and efficient records, integrating assessment into weekly and termly planning and recording assessment outcomes on the school information system
- Establish professional and effective communication with parents, reporting to them formally and informally on the development, progress and attainment of pupils
- Discharge the required administrative and supervisory duties efficiently, upholding the policies of the school as laid down in the Staff Handbook
- Maintain an orderly and productive learning environment by employing good classroom techniques, resources and management skills
- Promote through encouragement and a positive approach, the general welfare of the class to ensure that the social and academic needs of the pupils are being fully met
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy
- Liaise with the SENCo about any children with specific learning needs or causing learning concerns
- Maintain positive and professional relationships with colleagues to promote a positive learning environment

Routine, weekly and daily tasks involve:

- Certain daily duties of supervision as might be directed by the Headmaster or other SLT member
- Duties as assigned by Deputy Head and offering extra-curricular activities as appropriate

Additional responsibilities

Budgetary responsibility: n/a

Signed:

Date: