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| **Date: March 2017** |
| **Owner: TLE/MLP** |

**Main scale Class Teacher**

**Main activities and responsibilities**

The current School Teacher’s Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

**Classroom organisation:**

1. To have concern for the children throughout the school day and to safeguard their health and safety at all times.
2. To provide a stimulating, happy, well managed environment within the classroom which encourages positive attitudes, enthusiastic involvement in learning and self-discipline in the children.
3. To provide positive praise as appropriate to encourage learning.
4. To set up and maintain a consistent, safe and stable environment for children and adults with clear routines and structures.
5. To establish a framework for behaviour in the classroom in line with school policies.
6. To consistently involve the children in their learning.
7. To promote children’s independent learning through the appropriate organisation of classroom resources.

**Planning and record keeping**

1. To undertake general class teaching duties which include the providing of programmes of study planned jointly and recorded in advance by the teachers in the year group.
2. To monitor, assess and evaluate the educational programme for the assigned class, keeping in mind the needs of individual children
3. To complete forecasts, records and reports to parents as agreed in school policies.
4. To make plans, timetables etc. easily available to supply teachers, line managers, the headteacher, and any others who might reasonably request them.
5. To initiate and manage external school trips to broaden the children’s learning.

**Delivering the curriculum:**

1. To be an experienced Classroom Practitioner.
2. To directly deliver lessons ensuring that all aspects of the taught programme are delivered in a manner that is appropriate to the age of the children taught.
3. To promote respect for everyone, adults and children.
4. To deliver lessons with pace and passion.
5. To use a range of teaching strategies including whole class teaching, group teaching and individual teaching as most appropriate and efficient for the programme of study taught.

**Assessment:**

1. To monitor the children’s progress; formally and informally assessing them in line with the school requirements.
2. To monitor pupils behaviour, and social development and consistently use school based systems for behavioural management.
3. To identify children with specific needs, to inform the Inclusion Manager and co-operate with them in designing and implementing an education plan.
4. To monitor and take account of the individual children's language needs, especially those with EAL.
5. To use assessment to inform future planning.
6. To be responsible for the generation of the annual school report for pupils in the class.

**Support for Colleagues:**

1. To manage TAs, support staff, students and involve them in planning and classroom organisation and resources.
2. To offer professional support and coaching to other teacher colleagues, support staff, students, etc.
3. To induct members of staff into the daily classroom routines, i.e. teaching assistants, students, etc.

**Working with parents:**

1. To ensure effective communication with parents, establishing a strong home/school relationship.
2. To engage parents in supporting their child’s learning out of school through, for example, curriculum workshops, termly curriculum letter, regular home school work.

**Personal effectiveness:**

1. To self-evaluate teaching methods having regard for current educational practice and a whole school approach which supports the children's learning at all times.
2. To set high standards of punctuality.
3. To keep abreast of latest developments regarding general teaching techniques and within a specified responsibility.
4. To be able to communicate effectively both verbally and in written form on a specified area of responsibility.
5. To contribute positively to all staff meetings and opportunities for professional dialogue.
6. To meet deadlines

**Whole school commitment:**

1. To demonstrate a commitment to the full life of the school and to work with all other members of staff to ensure the success of whole school initiatives and assemblies, displays, staff meetings, parent consultations and other activities as they occur in the school year.
2. To demonstrate a commitment and implement all school policies and established practices.

This job description may be amended at any time after consultation with you.

This Job Description is written in accordance with the provisions of the Schoolteachers’ Pay and Conditions Document and is subject to the Condition of Service for school teachers in England and Wales. (Both documents are available from the SBM upon request). Salary is assessed in accordance with the School’s Pay Policy.

*All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.*