



Laxton Junior School

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Class Teacher Job Description

The Role of the Class Teacher

The Class Teacher is an integral member of the Laxton Junior School team and reports to the Head of Laxton Junior School.

The purpose of the role is to deliver an outstanding and distinctive education to the children of Laxton Junior School; through excellent planning, teaching and assessment, all children should make excellent progress in all aspects of the delivered curriculum. The Class teacher should also ensure that the children's wellbeing is promoted at all times and that they receive superb levels of pastoral care.

Teaching and Learning

- Ensure that lessons are planned in appropriate detail and weekly planning is placed in the shared folder at the beginning of every week
- Teach all children according to their educational needs
- Provide positive and productive feedback to all children in support of continuous learning
- Set appropriate homework
- Assess, record and report on the development, progress and attainment of children
- Deliver the curriculum in accordance with Laxton Junior School's curriculum policies
- Share and celebrate children's learning in the classroom and around school

Personal Development and Pastoral Care

- Ensure that the school safeguarding policy and procedures are followed at all times
- Inform the Health and Safety Officer of serious incidents and problems
- Ensure pupils are aware of, and conform to, the agreed standards of behaviour
- Promote the wellbeing of all children and report concerns to the appropriate staff members
- Make records of and reports on the personal and social needs of the pupils
- Communicate with parents on a regular basis and record meetings with parents
- Communicate and cooperate with external support agencies when necessary
- Participate positively and productively in meetings

Assessment and Reports

- Provide and contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Continuing Professional Development

- Attend Staff Meetings, Briefings, INSET and courses, as required
- Participate in the school CPD and Appraisal process
- Participate in school-wide CPD initiatives and support the ongoing development of the school

School Support

- Provide cover for other teachers when necessary and appropriate
- Carry out lunch and break duties in accordance with published rotas

- Encourage pupils to dress neatly, cleanly and according to school uniform requirements
- Liaise with other staff about pupils, subjects, teaching, learning and transition

Extracurricular Activities

- Take responsibility for an after-school activity in accordance with school policy
- Create opportunities for the children through trips, visitors, events and, where appropriate, residential

Resources

- Make use of school resources and ensure that they are appropriately used

Administration

- Participate in the required administration and organisation of tasks related to such duties as described above

Review

Every job description in the organisation will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in statutory regulations and or statutory guidance, or
- as a result of a change in strategic direction, or
- as a result of a team/operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment

It is the shared responsibility of the job-holder and their manager to ensure that job descriptions are kept up to date.

Employment Information

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Criminal Records Bureau, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared on their application form.

This post is subject to a ten-month probationary period. On completion, you will be expected to participate in the School's appraisal system.