

**JOB DESCRIPTION – CLASS TEACHER**

**Purpose:**

To carry out the duties of a school teacher, as set out in the latest version of the ‘School Teachers’ Pay and Conditions’ Document.

**Relationships:**

Responsible to the Head of Primary for teaching; to interact and maintain productive relationships with the Head of Primary and other leaders as appropriate to promote mutual understanding, and continue to ensure outstanding teaching and learning.

**Key Responsibilities:**

* To constantly monitor and evaluate your own practice and the standards of learning in your classroom.
* To make regular assessments of pupils and their progress.
* To have high expectations of your class.
* To foster children’s development in the fullest sense, paying particular regards to the attitudes and values promoted in school, and support the school’s wider aims as a community.
* To establish good personal relationships with all colleagues, pupils and their families.
* To oversee the care and storage of classroom resources and share in the general care of the school resources and equipment.
* To keep abreast of developments in education relevant to the post and to seek appropriate INSET.
* To work with colleagues in your own and other year groups to ensure continuity, progression, breadth and balance in the curriculum offered.

**Duties and Responsibilities:**

* To provide a secure, happy, ordered, lively, stimulating environment and to give guidance, good example and teaching, so that each child has the opportunity to develop educationally, physically, emotionally, socially and spiritually at his or her own pace.
* To provide a broad and balanced curriculum which builds on what children already know and can do.
* To have high expectations for all pupils including those with Special Educational Needs and / or disability.
* To promote the school’s agreed aims and vision for the future.
* To plan, develop and implement the curriculum with reference to the legal requirements of the National Curriculum, Early Years Foundation Stage, School Policy Documents and Schemes of work.
* To participate in the development or review of schemes of work and materials for the class, attending meetings on such matters as are necessary and reasonable.
* To contribute to the achievement of school improvement targets.
* To maintain discipline and acceptable standards of conduct and appearance of pupils in class and around the school in accordance with the school Behaviour Policy.
* To keep the Head Teacher fully informed about pupils’ problems or special needs and abilities, seeking advice when necessary in accordance with the Code of Practice on Special Needs and the school SEND policy.
* To compile reports on pupils when required and maintain records as required by the school Assessment Policy.
* To mark and feedback on progress to pupils and their parents.
* To mark the attendance register accurately, ensuring absences and lateness are accounted for and following school procedures where they are not.
* To supervise the work of Teaching Assistants assigned to you in accordance with any job description they may have.
* To supervise any volunteer helpers assigned to you.
* To attend staff meetings, inset days and other meetings with colleagues or parents as appropriate and reasonably directed.
* To carry out playground, assembly and other rota duties assigned by the Head Teacher, without prejudice to your right to withdraw from Collective Worship.
* To enter into regular self-appraisal through the agreed Performance Development Policy (does not apply to teachers in their first year of teaching).
* To take responsibility for co-ordinating an agreed area of the curriculum from your second year of teaching onward.

**PROFESSIONAL CONDUCT**

Employees are expected to adhere to the Code of Conduct and be courteous at all times providing a welcoming environment to visitors and telephone callers.

**OTHER DUTIES**

Employees will be expected to comply with any reasonable request from the Executive Headteacher, Head of School, Leadership Team or Line Manager to undertake work of a similar level that is not specified in this job description and to undertake any duties given which are reasonable in nature.

Employees may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify re-evaluation. In cases, however where a permanent and substantial change in duties and responsibilities occurs, consistent with a higher level of responsibility, then this would be eligible for re-evaluation.