**Class Teacher Job Description**

**Reporting to: Subject Leader/Deputy Head/ Headteacher**

**Duties and responsibilities**

* To support the emotional and developmental needs of the children;
* To plan and teach appropriately to meet the needs of all pupils in the allocated classes, through differentiation of tasks;
* Ensure work is marked and next steps for learning are made clear to the pupils;
* To be a committed and active member of the staff team and school community;
* Implement all agreed school policies and guidelines;
* Support initiatives decided by the Headteacher and staff;
* Be able to set clear targets, based on prior attainment, for pupils’ learning;
* Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
* Keep appropriate and efficient records, updating tracking procedures as directed and integrating formative and summative assessment into planning;
* Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
* To meet and inform parents/ carers of their children's progress, attitudes, attainment and targets through formal (parents’ evenings) and informal meetings at appropriate times and produce an annual written report in line with school procedures;
* To attend the annual Year Ahead meeting and transition day
* Ensure the good behaviour of all pupils by promoting the school’s code of conduct amongst pupils, in accordance with the school's positive behaviour policy;
* Attend and participate in meetings which relate to the school's management, curriculum, administration or organisation;
* Communicate and cooperate with specialists from outside agencies as necessary;
* Make effective use of ICT to enhance learning and teaching;
* Lead, organise and direct support staff within the classroom;
* To promote the vision, aims and values of the school and contribute to their development;
* Participate in the performance management system for the appraisal of their own performance, or that of other teachers;
* To undertake any other particular duty reasonably assigned by the Head Teacher from time to time.
* To attend Christmas and Summer Fair events as well as Open Mornings