



Job Description, Class Teacher

School ethos

To support and model the school's ethos with all members of the school community.

General

To be onsite at least 15 minutes before the beginning of the school day (by 8.30 am) and until 4.15, or the proportional number of hours agreed for those teachers on a 0.4 or 0.6 contract.

To carry out playground duty & lunch hall supervisions as agreed at the beginning of each term.

To support the school's policies, particularly those which demand a duty of care and safeguard the child.

To respect pupils' right to confidentiality of information, sensitive or otherwise.

To care for all pupils' progress and welfare equally, irrespective of ability, gender or ethnic background.

To provide children with a positive role-model at all times.

To support the school's policy on annual staff appraisals and professional development.

Planning & Teaching

To plan for a differentiated, pupil-centred curriculum, which clearly addresses the needs of each child/young adult.

To provide Teaching Assistants with a lesson plan at least 24 hours in advance of the lesson to be taught.

To design/help the SENCo write an IEP for any child identified as having special needs.

To provide the Headteacher with a Long Term Plan for each subject taught at the outset of the school year.

To provide the Headteacher with a Medium Term Plan for each subject taught at the outset of each school half- term.

To carry out assessments once-termly in core subjects, or as agreed at the outset of the school year.

To mark pupils' work regularly and in a positive, constructive manner, including explicit next steps, and in accordance with the Marking Policy.

To write a progress report on each pupil at the end of the Autumn Term and at the end of the Summer Term.

To support the school's commitment to professional self-development, observed and mentored by a senior teacher.

To use calm, trusting dialogue as the norm in behaviour management. (See Good Behaviour Policy.)

To set the homework appropriate to the group. (See Homework Policy.)

To create an inspiring, age-appropriate environment through use of display in the classroom.

Curriculum Leadership

To be responsible for the teaching and learning in your subject.

To organize and oversee a termly meeting in subject.

To carry out a termly book trawl in subject.

To organize observations of your own and of colleagues' classroom practice.

To keep abreast of initiatives and best practice in subject.

To support calendar events in your subject area as they arise e.g. World Book Day.

Meetings

Given due notice, to meet with parents if a concern arises over the welfare or progress of a child.

To attend a weekly level meeting with colleagues teaching the same year group.

To attend all Learning Forums (monthly).

To attend one Parents' Consultation Meeting at the end of each term.

To fully support the special events on the school calendar, when they occur during class time.

Revised January 2023