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**Job Description - Class Teacher**

***Main responsibilities*:-**

***Teaching and Learning***

The Teacher is expected to:-

* Teach children according to their needs, utilising the curriculum and syllabus adopted by the school.
* Acknowledge the different learning styles of various pupils and use a variety of teaching methods to achieve understanding.
* Set targets for progression designed to secure good progress for all pupils.
* Assess children’s progress and provide feedback through routine marking and more formal assessment procedures.
* Maintain records of pupils’ achievements according to school policy.
* Plan a balanced, progressive and challenging curriculum, accessible to all pupils.
* Provide evidence of planning to those responsible for monitoring.
* Promote good relationships amongst pupils

***Classroom management and organisation***

The Teacher is expected to:-

* Be responsible for maintaining good order and discipline among pupils and to safeguard their health and safety at all times.
* Direct classroom assistants appropriately, where appropriate, sharing information with them effectively
* Provide a well-organised and tidy environment so that, wherever possible, materials, instruments and equipment can be accessed by pupils.
* Provide materials and equipment that are in good condition, suitable for the various tasks and respected by the children.
* Have regard for Health and Safety matters and ensure children are safe at all times.

***Communications***

The Teacher is expected to:-

* Share professional and curriculum matters with other staff as and when necessary and contribute to discussions in meetings.
* Communicate and conduct suitable internal and external communications with parents and outside agencies
* Maintain professional relationships with colleagues.
* Provide organisational information to children, parents, and other staff to ensure the smooth running of school and occasional events.
* Co-operate with other professionals and outside agencies employed to work with school and/or pupils.
* Provide information about pupil performance to children, parents and other staff.
* Deal with professional matters and sensitive issues diplomatically.
* Observe confidentiality.

***Professional Disciplines and Development***

The Teacher is expected to:-

* Further his/her own professional development through the support of colleagues and attendance at relevant training courses, including staff Inset days.
* Participate in NMS Staff Performance Reviews and undertake any professional training identified.
* Maintain an interest in school improvement by contributing to The School Development Plan and adopting local recommendations.
* Know and follow the Teacher’s handbook of the school

***Management***

The Teacher is expected to:-

* Make a positive contribution to whole school or team initiatives.
* Ensure that school policies are observed.
* Stay loyal to the aims of the school and NMS and keep safe the reputation of the school.
* Undertake such duties and tasks which may be reasonably requested by the Headteacher
* Carry out duties as required by the staff duty rota and/or as directed by the school Senior Leadership Team (SLT).
* From time to time, to lead and coordinate musical assemblies and concerts
* Cover for absent colleagues
* Participate in and support school events
* Report to independent inspectors as required

***Supporting Child Protection***

The Teacher is expected:-

* Take personal responsibility for providing a safe environment for children at all times
* Maintain professional standards and adhere to health and safety requirements, as well as Child Protection/Safeguarding guidelines
* Actively engage with and promote the School’s Safeguarding Children Policy
* Report any concerns relating to children’s welfare to the school’s Designated Safeguarding Lead immediately
* Undertake regular Child Protection training as instructed

March 2020