

## **Job Description - Class Teacher**

### **Main responsibilities:- Teaching and Learning**

- 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
- Use displays of children's work and other materials to promote high standards
- Develop, with the Class Teaching Assistant if relevant (and other professionals as appropriate), a suitable programme (using IEPs) for child/ren who need learning support.

### **Classroom management and organisation**

- Be responsible for maintaining good order and discipline among pupils and to safeguard their health and safety at all times.
- Direct classroom assistants appropriately, sharing information with them effectively
- Provide a well-organised and tidy environment so that, wherever possible, materials 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.

### **Communications**

- 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**

- Further 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**

- Undertake the duties of a Curriculum Coordinator for one or more subjects as determined by the Senior Leadership Team.
- 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
- Keep safe the reputation of the school.
- Undertake such duties and tasks which may be reasonably requested by the Head
- 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 assembly as a member of the staff rota.
- Cover for absent colleagues
- To be prepared to take responsibility for an area of the school curriculum.
- Be responsible for organising educational visits out of school and visiting speakers or workshops to further pupils' learning.
- Lead or take part in residential visits (Year 5 and Year 6 only).
- Participate in and support school events
- Report to independent inspectors as required

### **Supporting Child Protection**

- Take personal responsibility for providing a safe environment for children at all times
- Maintain professional standards
- Actively engage with and promote the Child Protection Policy
- Report any concerns relating to children's welfare to the school's Designated Safeguarding Lead immediately
- Undertake regular Safeguarding and Child Protection training as instructed

February 2025