**JOB DESCRIPTION**

**MAINSCALE + TLR2C**

**CLASS TEACHER RESONSIBILITIES**

The particular responsibilities attaching to the post of class teacher are as follows:

* To teach, according to their education needs, pupils assigned to him/her in the allocated class.
* To control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of classroom assistant(s) relevant to the allocated class.
* To maintain discipline in accordance with the behaviour management system of the school.
* To contribute to meetings, discussions and management systems necessary to coordinate the work of the school as a whole.
* To obtain professional development which will benefit the post holder or the school.
* To promote equal opportunities with the school and to seek to ensure the implementation of the school’s equal opportunities policy
* To monitor and report to parents on the progress of pupils in the allocated class.
* To assess pupil’s achievements and progress in accordance with arrangements agreed within the school.
* To maintain class attendance registers.
* To observe and abide by all school policies.
* To be responsible for promoting and safeguarding the welfare of children you are responsible for or come into contact with.

**PHASE LEADER RESPONSIBILITIES**

* To lead, organise and coordinate the work of the early years phase – (3 Reception plus Nursery).
* To ensure continuity of the curriculum through joint planning meetings.
* To develop a team ethos within the phase.
* To ensure the pastoral needs of the phase are catered for.
* To take a lead in the behaviour management of the children in the phase.
* To be accountable to the mini-school head for the standards of the phase.
* To be part of the Leadership Team and attend meetings where appropriate.

**RELATIONSHIPS**

The post holder is responsible:

* To the Headteacher for his/her teaching duties and responsibilities for the teaching tasks.
* For working collaboratively and cooperatively with other members of the school staff, teaching and non-teaching; and for the supervision of the work of classroom assistants relevant to his/her responsibilities.