**Windsor Clive Primary School**

**Job Description – Class Teacher Responsibilities**

The teacher is required to carry out the duties of a classroom teacher as set out in the list below:

1. To teach according to the educational needs of pupils in their allocated classes.
2. To teach pupils in certain areas of the curriculum in classes other that their own.
3. To follow the school’s behaviour management policy both in class and generally around the school.
4. To plan appropriate work and tasks according to the children’s needs and the statutory requirements of the curriculum.
5. Ensure that there is a broad, balanced and differentiated curriculum.
6. To organize the classroom to ensure effective learning and teaching.
7. To create colourful and stimulating displays that reflect and enhance the children’s learning.
8. To have clear focused learning objectives which are shared and evaluated with children.
9. To mark children’s work in relation to the learning objectives and the school marking policy.
10. To make positive comments against the learning objective when marking which should lead to self evaluation by the children.
11. To implement and promote the School’s Equal Opportunities Policy and Race Equality Policy within the context of learning and teaching.
12. To continually seek to improve the effective learning and teaching within the classroom.
13. To audit resources within the classroom and make appropriate requisitions.
14. To develop the children’s skills in literacy, numeracy, ICT and in their creative skills and referring to Key Skills and Common Requirements.
15. To give pupils appropriate opportunities to develop and apply their knowledge of Curriculum Cymreig, Bilingualism and Multi Culturalism.
16. To follow the school’s homework policy.
17. To ensure that the pupils in the classroom work in a safe and caring environment.
18. To analyse and review classroom practice and to be flexible to change whenever possible.
19. Be prepared to extend their knowledge by attending centrally held and school based Insets.
20. To make and maintain the register and notify the Head Teacher / Secretary / EWO of any concerns.
21. To supervise children on the yard, around the school and on educational visits.
22. To liaise with parents / guardians, carers, to attend open evenings, report verbally and by means of written reports.
23. To follow the school’s Assessment, Recording and Reporting policy.
24. To undertake duties relating to their class including class visits arrangements, etc.
25. To prepare children for assemblies, concerts and other activities.
26. To liaise with the SEN / AEN Leader for Learning and to write individual IEPs / IBPs and group IEPs for children in the class / groupings.
27. To liaise with external support agencies and to provide reports when required.
28. To undertake any other reasonable duties that might be requested by the Head Teacher or the SLT,

The Staff Handbook provides details and guidance regarding the role and expectations of class teachers.

Signed ………………………………………… Signed ……………………………………

Class Teacher Head Teacher

Date …………………………………………… Date ………………………………………