



Job Description – Class Teacher

Accountable to: Headteacher

Purpose: To support the Headteacher in creating, developing and evaluating the aims of the school in partnership with pupils, staff, governors and parents. To teach to the full range of ability.

Duties and Responsibilities as a Teacher

To be read in conjunction with the School Teacher's Pay and Conditions Document Part XII and the Teachers Standards document.

- a) To teach effective lessons and be responsible for this to the Headteacher.
- b) To ensure that lessons are well prepared, all work marked regularly, and homework set according to agreed policy.
- c) To plan appropriately to meet the needs of all pupils through differentiation in tasks.
- d) To maintain records of pupil attainment, and to be aware of standards achieved, so enabling assessments to be provided whenever necessary.
- e) Lead, organise and direct support staff within the classroom as appropriate.
- f) To produce effective reports on pupil progress and targets for improvement.
- g) To ensure high standards of behaviour from students.
- h) Provide a stimulating classroom environment with resources accessible to all pupils.
- i) To work as a member of a team, seeking to implement its aims and objectives, extending knowledge and understanding of the curriculum, recognising the need for change, and contributing where necessary to the writing/development of new material and schemes of work.
- j) To attend staff meetings as required.
- k) To discuss with the Headteacher and colleagues those aspects of pupils' performance which are a cause for concern, and to seek advice, guidance or support where appropriate.
- l) To promote the general progress and personal and social well-being of pupils.
- m) To participate in performance management – identifying areas for development and accessing appropriate training and professional development.
- n) To provide work for classes (whenever possible) when absent.
- o) To communicate and consult with the parents of pupils through attendance at Parents' Evenings.
- p) To have regard to the school Health and Safety policy.
- q) To promote and safeguard the welfare of children and young persons within the school.

This job description, which is subject to review, has been agreed between the Post-holder, the MAT and the Headteacher.

Teacher
Signed Printed Date.....

Headteacher
Signed Printed Date.....