



## **Class Teacher Job Description**

The Class Teacher plays an important role in assisting the school to achieve its mission statement. The Class Teacher works closely with teachers helping and supporting children flourish and develop in all aspects of school life.

The Teacher Assistant provides support to the class teachers and undertakes any reasonable duties required by their Class Teacher/s. Duties may also be set by the Managing Partners and/ or the School Manager. There is an expectation that all assigned tasks are carried out effectively, efficiently and within the time required.

### **Line of Management**

Manager: Principal

Next point of contact: School Manager

Final Point of Contact: Managing Partner

### **Specific Responsibilities: -**

#### **To assist and guide children through the learning process:**

To be in class by 7.45am available for meetings and to aid communication.

To teach and educate students according to guidelines provided by the National Curriculum Framework under the overall guidance of the competent education.

There will be no more than 23 hours contact per week.

#### **To assist with the care and supervision of children:**

To teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the school.

To always act as a role model to the students reinforcing correct language, behavior and expectations. To have fun being a part of the children's learning.

#### **To organise and prepare teaching resources, materials and documentation:**

To prepare materials and resources for children's use.

To help maintain teaching equipment in good condition.

To prepare displays to display current themes and topics and display the completed work of the students.

To maintain administrative systems that are set up in the classroom –letters home, register on Class Dojo and recording if children are late arriving.



To plan lessons and save planning on Google Drive by each Friday for the upcoming week.  
To teach and educate students according to guidelines provided by the National Curriculum Framework under the overall guidance of school policy;

To teach and educate students to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the Head of School or Head of Unit.

### **Main Responsibilities**

Planning, preparing and delivering lessons to all students in the class;

Teaching to the educational needs, abilities and achievement of the individual students and groups of students;

Adopting and working towards the implementation of the school development plan of the school they are giving service in;

Assigning work, correcting and marking work carried out by his/her students;

To implement the Phonics Policy (B9) daily to support each child's development throughout the school;

Assessing, recording and reporting on the development, progress, attainment and behaviour of students;

Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students;

Promoting the general progress and well-being of individual students, groups of students or class entrusted to him/her;

Providing guidance and advice to students on educational and social matters.

Communicating, consulting and co-operating with other members of the school staff, including those having posts of supporting roles and parents/guardians to ensure the best interest of students;

Reviewing and evaluating one's own teaching and learning strategies, methodologies and programme/s in line with the National Curriculum Framework guidelines;

Ensuring high standards of professional practice and quality of teaching and learning of the subject/s. Through effective dialogue, participating in observations and review meetings.



Maintaining good order and discipline amongst students safeguarding the students' health and safety.

Participating in staff, group or other meetings related to the school curriculum.

Contributing to the professional development of new teachers and ongoing professional development where appropriate.

Ensuring the safe use of equipment normally used by the teacher during lessons and inform when maintenance or replacement is required.

Participating in school assemblies; each key stage runs an assembly every 4 weeks.

Nurtures a culture where teachers view themselves essentially as facilitators of learning and reflective practitioners.

Emailing a weekly communication to all parents about the expectations for the upcoming week. Format provided by the school and in forms.

Where children are not accessing the curriculum, recommending external assessment requirements to the school who will recommend to the parents in a meeting with the parents and class teacher.

To complete any other tasks as set by the Principal or School Manager.

### **Nursery/ Early Years Class Teacher**

Once per week, a toddler group will be offered to outside customers with children of appropriate age for our school (1 – 3 years old). The group is currently called Busy Bees. It is two, one hour sessions each week and each session is led by either the Nursery or Early Years class teachers. The toddler group should have fun, interesting activities designed to promote learning for a supported child as parents also attend. It is a way to promote our school and build relationships with potential students for the coming years. The classes will have PE during this time which was previously taught by the class teachers in order to give the class teachers the time back.

The Principal will attend these sessions where possible.

Each week, the contact details (phone and email) of the attendees are collected. This allows us to contact parents accordingly. If we are closed due to external influences such as Covid-19, the class teacher will continue to correspond with their group of parents from the toddler group, on a weekly basis with fun activities for their child at home.



### **To be an active and participating member of the school:**

- To build good relationships with staff and to work co-operatively in team situations.
- To attend and participate in team meetings/staff meetings.
- To support and play an active role in the celebration of all special events.
- To build and maintain positive relationships with parents and students of all classes.

### **Professional Development:**

To attend in-service opportunities offered by the school.

To seek courses to grow professionally during the time with the school.

### **Other:**

To cover lunch duty 2 weeks per term on a rota basis.

To run after school activities as selected by the Class Teacher.

To state in reviews preferred teaching group and summer school dates.

To request reviews as and when required as part of ongoing professional development.

To attend parents' evening twice a year to give parents feedback on their child's progress.

To support other events throughout the school year as directed by the school calendar.

To plan one field trip for the class per term.

To nominate 1 child for the star and literacy award each week.

To complete the resource requisition sheet by Wednesday each week that will be fulfilled by the proceeding Monday.

To follow and implement all school policies.



## Reviews

Policy Number: D4				
Version	Date Issued	Prepared By	Approved By	Comments
1	April 2017	SMT	SMT	JD Created.
2	July 2018	SMT	SMT	Reviewed
3	July 2019	SMT	SMT	Reviewed
4	July 2020	SMT	SMT	Reviewed
5	February 2022	LMT	LMT	Reviewed