

## **Chalkwell Hall Infant School**

### **Job description**

**Job Title:** Class Teacher

**Name:**

**Duties:** To teach pupils within the school and to carry out such associated duties as are reasonably assigned by the Headteacher.

The job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document, which specifies the general professional duties of all teachers.

#### **Class Teacher:**

1. Take full responsibility for an Infant class to include:
  - Long term, medium term and short term planning
  - Day to day teaching
  - Assessment and record keeping
  - Pupil welfare
  - Creating an enthusiastic and stimulating environment
  - Directing and liaising with your Teaching Assistant
2. Contribute to the overall planning and work of your year group.
3. Contribute to work of curriculum working parties.
4. Contribute to the life of the school by taking part in whole-school activities.
5. Undertake such inset as is required by School and Personal Development plans.
6. To have an up to date knowledge of the subjects you teach.
7. To understand and use a variety of pedagogic styles.
8. To plan lessons effectively, with clear learning objectives.
9. To establish and maintain a positive, professional relationship with parents.
10. To differentiate, matching the work to the needs of the pupil.
11. To assess the children's abilities in order to match work effectively.
12. To have high but realistic expectations of academic achievement and behaviour.
13. To promote good behaviour by:
  - Teacher as a role model (punctuality, appearance, respect for people, fairness, empathy and confidence)
  - Consistently apply school rules
  - Motivate pupils, this requires your enthusiasm
  - Take responsibility for effective relationships
  - Be aware of differing needs
  - Keep children on task
  - Use a positive approach, lots of praise
14. To organise equipment and human resources to enable maximum independence and effectiveness.
15. To use good communication skills.

16. To work in a friendly but professionally supportive way with other members of the school staff.
17. To understand and implement school policies.
18. To evaluate your own practice in order to develop your abilities.
19. To mark children's work regularly and provide feedback to the children, highlighting areas for improvement and congratulation.
20. To participate in performance management interviews, observations and discussions in a professional and honest manner.

**Signed:**

**Signed:**

**Headteacher**

**Date:**