**General Class Teacher**

Job Specification

**Responsible to: Key Stage Leaders**

Apart from the general professional duties described in the current School Teachers' Pay and Conditions Document, particular duties will include:-

* To assist the Headteacher in maintaining an ethos of high morale in which individuals feel valued and where personal endeavour and responsibility are fostered.
* To assist the Headteacher in setting an example of high quality performance in standards and leadership.
* To assist the Headteacher in ensuring equality of opportunity for all through the school’s policies, procedures and practices.
* To assist the Headteacher in ensuring that pupils receive high quality education designed to promote excitement, enjoyment and enthusiasm in learning, leading to the pursuit of excellence.
* To assist the Headteacher in ensuring that the progress of each pupil is monitored and recorded so that the most appropriate decisions can be taken with regard to the next step in his/her education.
* To assist the Headteacher in ensuring that the activities in which pupils are engaged are conducted in a disciplined, safe and healthy environment.
* To make a specific contribution, as required, to the performance management process within the school, in order to ensure that it is effective within the school and in line with the relevant regulations.
* To help foster a set of positive staff relationships that contributes to the positive achievement of the pupils.
* To assist the Headteacher in ensuring that parents have access to appropriate up-to-date information about the direction of the school and the curriculum.
* To assist the Headteacher in developing and encouraging positive co-operation between the home and the school.
* Classroom responsibilities will include: Planning, teaching, recording, assessing, reporting, resourcing, classroom management, differentiation, accessing the right level, I.E.P.s, Annual Reviews, environment and display.
* To provide a safe, secure, positive and happy working environment (School Aims).
* To take part in staff meetings.
* To display a commitment to personal development and specific curriculum development.
* To promote the values of the school.
* To promote a positive image of the school.
* To work as part of a team and support the communication process with teaching assistants and other professionals.
* To work in partnership with parents and governors.
* To be conversant and comply with school procedures and legal responsibilities.
* To nurture the well-being of every individual
* To meet deadlines.
* To undertake additional duties as defined by the Headteacher.
* These general responsibilities need to be interpreted in relation to age group and individual needs of pupils.

**Further responsibilities are identified as follows:-**

* To meet agreed targets as identified on an annual basis.