



## JOB DESCRIPTION

**ROLE:** **CLASS TEACHER**

Responsible to : Principal and Senior Management Team  
Line Manager : Deputy Head

Hours of Work : Full time  
Annual Leave : Taken within school holidays  
Salary : According to experience/qualifications

### Main Purpose of the Job

- To carry out professional duties and to have responsibility for an assigned class.
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
- To promote the aims and objectives of the school and maintain its philosophy of education.

### Main Duties and Responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects, employing clear presentation and good use of resources.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To ensure effective use of support staff within the classroom.
- To be part of a school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- Employ homework regularly (in accordance with the School's Homework Policy) to consolidate and extend learning and encourage pupils to take responsibility for their own learning.
- Contribute to the identification of pupils with special educational needs and liaising with the SENCo so as to give positive and targeted support.
- To maintain good order and discipline among the pupils to create an environment in which pupils feel safe, secure and confident.
- Encourage pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for others and truthfulness.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To prepare appropriate records for the transfer of pupils.

### Monitoring, Assessment, Recording, Reporting

- Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.



## ELM GREEN PREPARATORY SCHOOL

- Be familiar with statutory assessment and reporting procedures, and to prepare and present informative, helpful and accurate reports to parents.
- Make effective use of data to monitor and evaluate pupil progress across the curriculum and to inform teaching and learning planning.
- Discuss pupils' progress and welfare with parents/carers – both formally, e.g. at parents' evenings and also informally at other times.

### **Curriculum Knowledge and Understanding**

- Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for all relevant areas of the Curriculum.
- Have a good knowledge of any other statutory requirements related to pupils' education or welfare.
- Keep up to date with research and developments in pedagogy and curriculum content.

### **Professional Standards and Development**

- All staff should attend and participate in school functions as required. They should attend INSET days, weekly staff meetings and meetings with parents and should undertake supervisory duties as arranged, accepting responsibility for the conduct and safety of pupils if the colleague on duty is not available. They should accept responsibility for assisting in any way necessary in an emergency.
- Understand their professional responsibilities in relation to whole school policies and practices and in doing so actively support and reinforce those policies, in particular the School's Safeguarding, Policy and other whole school policies.
- Ensure that they have read the Staff Handbook and act in accordance with it.
- Set a good example to pupils in their appearance and personal conduct in accordance with the School's Code of Conduct.
- Critically evaluate resources and teaching in order to improve the quality of teaching and learning.
- In conjunction with their Line Manager, take responsibility for personal professional development, keeping up to date with research and development and attend relevant courses etc.
- Cover for absent colleagues as is reasonable.
- Staff at Elm Green should not undertake any task, activity or responsibility which might adversely affect the proper performance of their duties for the School.

### **Health and Safety**

- To recognise health and safety is the responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety Policy and any specific procedures/rules to that apply to this role.
- Undergo Paediatric First Aid training and update courses.

### **Administration**

- Responsible for ensuring the register is marked fully and accurately. Concerns regarding unexplained absences or patterns of absence should be discussed immediately with your Line Manager/Principal
- Organise the effective management of the 'class notice board'.
- Distribute information at registration, such as newsletters, timetables etc.
- Collate any reports from other staff and check for accuracy, spelling and grammar before completing any Form Teacher comments.

Elm Green is an Equal Opportunities employer.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.