



JOB DESCRIPTION

Post Title: Class Teacher

Responsible to: Headteacher & Key Stage Leader

Purpose of Job: To provide for the educational, social, moral, spiritual and cultural development for each individual child in the class allocated for each specific academic year.

Professional Duties

Teaching

- To contribute to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events.
- To plan, prepare and assess lessons in line with school policies and schemes of work.
- To teach lessons according to the individual needs of pupils, having high expectations and setting challenging targets.
- To promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content.
- To set work for pupils who may not be able to attend school, in agreement with the Headteacher.
- To mark work and provide feedback (including for Homework in accordance with the school's Homework Policy) to pupils and parents in line with the School Marking and Feedback Policy.
- To keep up to date assessments on the development, progress and attainment of pupils and to record and report these assessments in line with the school Assessment Policies.
- To administer assessment tasks and tests in line with school policy.

Other Activities

- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
- To contribute to and support the overall ethos/work/aims of the school.
- To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher.
- To lead whole school initiatives with a team of supporting staff.
- To liaise with the Senior leadership Team and keep up to date records of any meetings/actions/outcomes from the meetings.
- To take responsibility for understanding the part that one plays in the progress of the School Improvement Plan and contributing to it accordingly.
- To be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop.
- To promote the general progress and well being of individual pupils throughout the school, in line with the Healthy Schools standards and action plan.
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Care Team and SENCO.
- To keep records and make reports on the personal and social needs of pupils.
- To communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above.
- To inform the Headteacher or deputy Headteacher immediately of any concerns regarding a pupil's welfare.
- To communicate and consult with parents of pupils.
- To maintain good order and discipline among pupils throughout the school and when they are engaged in authorised school activities elsewhere, in line with the Behaviour Policy.
- To safeguard every pupil's health, safety and well-being in line with school policies.
- To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.

- To lead meetings relating to whole school initiatives.
- To provide reports to parents, pupils, Governors and the Leadership Team with regard to the progress of whole school initiatives.
- To lead assemblies and to attend assemblies, when requested by the Headteacher.
- To supervise pupils throughout the school during playtimes and at any other times as requested by the Headteacher.

Management

- To plan, organise and manage the work of Learning Support Assistants and volunteers assigned to the class, in order to have a positive impact on pupil progress.
- To liaise with the SENCO to contribute to the planning and organising of the work of LSAs, in order to have a positive impact on pupil progress.
- To ensure that LSAs assigned to the class meet all of the responsibilities as set out in their job description, in a timely and effective manner.

Training and Development

- To have an up-to-date knowledge of the subjects you teach.
- Review and evaluate teaching methods and schemes of work.
- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge.
- To participate in performance management reviews in line with school policy.

Exercise of Particular Duties

To carry out any other duties reasonably requested by the Headteacher, or Deputy Headteacher.

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher.

This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document (updated every year), specifies the professional duties required to be carried out by all teachers.

This job description will be reviewed bi-annually.

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Member of Staff:

Issued:

Reviewed