

Job Description: Class Teacher

Job Title: Class Teacher

Job Purpose:

The Class Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- ensure that the current national conditions of employment for and teaching standards (September 2012) are met;

Duties:

The Class Teacher will:

- maintain good order and behaviour amongst pupils, in accordance with the school's behaviour policy;
- to be aware of and implement agreed school policies and guidelines;
- support agreed initiatives and policies;
- contribute to School Development Plan;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- maintain a high standard of effective feedback for pupils;
- prepare for and contribute to regular pupil progress meetings;
- provide a stimulating classroom environment, with display to stimulate and celebrate learning and where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff, volunteers and students within the classroom;
- participate in the performance management system for the appraisal of their own performance;
- contribute to the school's programme of extra-curricular provision;
- be fully aware of safeguarding and child protection policies and attend relevant training;
- organise and lead educational trips following agreed procedures.