



**Stapleford Road, Stapleford Abbots RM4 1EJ**  
Telephone 01708 688207 Fax 01708 688535  
E-mail office@sapa-tkat.org  
Head Teacher: Mrs K Thackray  
Head of School: Miss S Simpson



## **Job Description**

Job title: Class teacher	Name:
Salary grade: Main scale 1-6	Date last updated: January 2017

All teaching staff at Stapleford Abbotts Primary Academy are expected to:

- Fulfil the statutory requirements of the latest School Teachers' Pay and Conditions and the 2012 Teachers' Standards. The job description may be modified by the Head teacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.
- Within the class: ensure the full implementation of the National Curriculum Orders for all subjects, or the Foundation Stage content as defined by DfE documentation (as applicable to the year group) and in accordance with school policies.
- Take appropriate responsibility for your own and pupil's health, safety and welfare in accordance with legislation and school policies.

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Person reports to: Head Teacher

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Main duties:

### Teaching, Planning & Assessment

- To plan and implement a curriculum to meet the varying needs of all pupils in the class and develops the personal and social aspects of learning.
- To create a positive, tidy and stimulating environment for learning where all pupils are challenged and can safely access resources. Maintain a well organised classroom with appropriate displays, resources and materials.
- To develop effective ways of overcoming barriers to learning and sustain effective teaching through the assessment of learning.

- To keep under review the methods of planning and delivery of the curriculum, recording pupils' progress and making any required assessments.
- To maintain appropriate records and provide accurate information on pupil progress in order to report the quality of pupils' achievements in all subjects to the Head teacher and the Governing Body.
- Set and mark tasks in line with school policy both for class work and homework in order to assess pupils progress and provide pupils with feedback that helps them improve;
- To provide a written annual report for each child assigned to you.
- To deal with other returns and requests for information about children in the form requested and contribute to references, reports to outside agencies and the like, in consultation with colleagues.
- To effectively deploy any adults other than teachers (AOTTs) working in your class, to support children's learning.

#### Behaviour & Conduct

- To model the ethos and core values of the school whilst teaching pupils and maintain the highest standard of professional conduct when interacting with staff, parents and members of the community;
- Take all reasonable steps to maintain good order, discipline and safety of those pupils assigned to you in line with the school's Behaviour Management Policy both when children are in school and when they are engaged in authorised school activities offsite.
- If pupils are experiencing difficulties, work with them and their parents and make recommendations as to how these may be resolved. Alert the appropriate member of staff if further advice or support is needed.
- Look for opportunities to promote and facilitate parental involvement in teaching and learning.
- Encourage interaction and teamwork within the school, share ideas and new initiatives with colleagues and identify new ways of teaching the curriculum.

Professional Development

To take part in the school's professional development programme and participate in any professional development activities as required.

- To monitor and assess own performance and take a proactive approach to professional development. Take responsibility for your own professional development through the Teacher Appraisal process.
- To participate as required in meetings, which relate to the curriculum, administration or organisation of the school.
- Assist in the development of appropriate schemes of work and resources and contribute to the development of policies and teaching strategies.

Signed \_\_\_\_\_ Class teacher Date\_\_\_\_\_

TYPE NAME HERE

Signed \_\_\_\_\_ Head teacher Date\_\_\_\_\_

Mrs. Kim Thackray