



## **JOB DESCRIPTION**

Job Title/Post: Class teacher  
Salary: Main/Upper Pay Range  
Responsible to: Executive Headteacher, Head of School

### **Job purpose and context**

- To ensure high quality education for all pupils in a designated class and improve the quality of learning and standards of achievement.
- To carry out the professional duties of a teacher as set out in the current edition of the School Teacher's Pay and Conditions Document. Including:
- 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.

A teacher in a school shall perform in accordance with any directions which may reasonably be given to him/her by the headteacher from time to time, such particular duties as may reasonably be assigned.

### **Teaching and Learning**

- 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.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.

### **Recording and Assessment**

- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress in line with school policy.
- To prepare appropriate records for the transfer of pupils.

### **Leadership**

- Contribute to the development and leadership of a particular area of the curriculum.
- To be part of a whole 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.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- Be a strong advocate for change and champion school improvement.
- Work with teaching assistants and direct them in how to work with pupils to ensure

## **Standards and Quality Assurance**

- To participate in staff meetings.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To continue professional development, maintaining a portfolio of training undertaken.
- To support the headteacher in promoting the ethos of the school.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
- Uphold the School's behaviour code and uniform regulations.

## **People and Relationships**

- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Convey a positive "can do" attitude, motivate and inspire others.
- Sustain effective, positive relationships with all staff, pupils, parents, governors and the local community.
- Work collaboratively.
- Encourage moral and spiritual growth and civic and social responsibility amongst pupils.

The responsibilities of this job description may be subject to annual review, subject to the normal processes of discussion and consultation with the postholder.