



Job Description: Class Teacher

Purpose of the job: To teach pupils in Reception class and carry out other associated duties as are reasonably assigned.

Responsible to: The Headteacher

Responsible for:

The effective educational and social development of the individual children which form the class allocated for each academic year as well as other children when appropriate and with regard to all statutory requirements which are contained within the Teachers' Pay and Conditions Document and may be summarised as follows.....

Having regard to the curriculum for the school, and with a view to promoting the development and aptitude of all assigned pupils:

- Planning and preparation of courses of work and lessons
- Teaching, setting and marking outcomes of lessons
- Assessing, recording and reporting on the academic, social and personal needs, development, attainment and progress of pupils.

Regarding

General Duties

The Conditions of Employment for Teachers specify the general professional duties of all teachers, and it will be your duty to:

- Provide a stimulating environment that promotes enquiry, activity, sustained work and progress;
- Provide a calm atmosphere in which children are secure;
- Expect a high standard of care and behaviour from the children in accordance with school procedures and safeguarding their health and safety;
- Follow the school's policy on children Protection and ensure you are fully trained as per the requirements of the policy

- Observe the letter and spirit of the school's basic philosophy towards children and their learning;
- Set long-term aims and short-term goals when planning for class or group;
- Plan children's work according to their needs including the appropriate use of ICT;
- Assess and record children's progress;
- Observe the letter and spirit of the school's equal opportunities policy in all aspects of day-to-day duties relating to staff, pupils, members of the public and other agencies;
- Form positive relationships with parents and communicating, consulting and co-operating with other persons or bodies outside the school;
- Contribute to good staff relationships;
- Jointly co-ordinate activities to an area or areas of the curriculum, organisational and pastoral functions of the school to include.....
 - Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy and practice
 - Planning and managing associated resources/teaching materials, teaching programs, courses of study, methods of teaching and assessment
 - Giving guidance, support and encouragement to staff and involvement in in-service development sessions
- Supervise pupils before, during and after the school session including attendance at assemblies, and registering pupil attendance as required;
- Participate in professional discussion with an awareness of current educational issues;
- Participate in meetings relating to the curriculum, administration and organisation of the school.

The duties may be varied to meet changing circumstances in the post held. Any such developments will only take place after consultation with all those involved and do not form part of the teacher's contract.

EARLY YEARS LEADER (DEPENDENT ON EXPERIENCE)

The Professional duties of teachers, are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:

Purpose:

Responsibility for a Class

Co-ordinating activities relating to EYFS to include:

- Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice
 - Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment
 - Giving guidance, support and encouragement to staff and leading in-service development sessions
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- a) To be accountable for securing the highest standards of pupil achievement across EYFS, monitoring and evaluation of pupil achievement and setting targets for improvement
 - b) To lead, develop and enhance the teaching practice of others in the Key Stage by evaluating, supporting, guiding and target setting
 - c) To be accountable for the strategic leadership and management of EYFS, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies