

## **Job Description for a Class Teacher**

<b>Post Title:</b>	<b>CLASSROOM TEACHER</b>
<b>School:</b>	<b>Millhouse Primary School &amp; Nursery</b>
<p>The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay &amp; 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:</p>	
<b>Purpose:</b>	<p>Responsibility for a Class</p> <p>Co-ordinating activities relating to the primary curriculum to include:</p> <ul style="list-style-type: none"><li>• Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice</li><li>• Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment</li><li>• Giving guidance, support and encouragement to staff and leading in-service development sessions</li></ul>
<b>Responsible to:</b>	Heads of School
<b>Scope:</b>	Classroom teacher Subject Co-ordination
<b>Salary/Grade:</b>	Main Scale

## **MAIN (CORE) DUTIES**

- Implement agreed school policies and guidelines
- Support initiatives decided by the school leadership.
- Plan appropriately to meet the needs of all pupils, through adaptive teaching and accurate assessment for learning.
- Be able to set clear targets, based on prior attainment, for pupils' learning
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into planning
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress
- Report to parents on the development, progress and attainment of pupils
- Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy
- To have exemplary classroom management
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Communicate and co-operate with specialists from outside agencies
- Make effective use of ICT to enhance learning and teaching
- Lead, organise and direct support staff within the classroom when appropriate
- Participate in the performance management system for the appraisal of their own performance
- To develop effective working relationships with all members of the school community with sensitive regard for issues connected with race, gender, disability, ethnic, cultural origin or social circumstances.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Executive Headteacher or Heads of School to carry out appropriate duties within the context of the job, skills and grade.