

### **Particular Duties - Class Teacher**

*This Job Description identifies the responsibilities of the post. It does not form part of the contract of employment but describes the way in which a post holder is expected to perform and complete the duties set out herein. It will be reviewed annually by the Headteacher and may be subject to amendment, as the needs of the school require.*

#### **A Class Teacher is accountable for :-**

- Contributing to the attainment of cohort targets, through pupils' learning outcomes in both their classes and their sets.
- Providing current data from ongoing tests and assessments, in the required formats.
- Implementing agreed initiatives in their daily practice.
- Providing effective teaching which meets the requirements of the National Standards for Teachers.

## **Main duties attributable to Particular Duties :-**

### **Class Teacher**

A Class Teacher will be expected to undertake all the professional duties of a teacher, under the terms and conditions specified in the School Teachers' Pay and Conditions Document.

In fulfilment of all responsibilities and duties, a Class Teacher should show a commitment to the aims, policies and ethos of the school, and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

### **Responsibilities**

*It is the responsibility of a Class Teacher to: -*

- Teach a class of pupils to develop knowledge skills inducing basic skills, understanding and abilities to the highest level, within a secure and challenging environment.
- Undertake associated pastoral and administrative duties and general responsibilities as agreed with the Headteacher.
- Set high expectations, which challenge pupils.
- Maintain good order in the classroom and around the school with due regard to the school's policy on behaviour and discipline.
- Provide a good role model for pupils.
- Safeguard the health and safety of self and others in accordance with the school's Health and Safety Policy.

### **Duties**

*It is the duty of a Class Teacher to: -*

#### **Plan**

- teaching programmes on a termly and weekly basis in accordance with school policies and schemes of work, and the demands of the National Curriculum.
- programmes of work and activities for pupils according to their educational needs.
- differentiation within activities so that all children are able develop their full potential.
- for the progression of pupils within and between activities.
- educational visits and visitors appropriate to ongoing work.

#### **Prepare**

- appropriate teaching materials.
- activities for pupils matched to their individual needs.

#### **Organise**

- the classroom environment.
- the use and storage of books and other teaching materials within the classroom.
- the learning experiences of all pupils.
- educational visits.

#### **Implement**

- planned teaching programmes using a variety of methods appropriate to the needs of the class.

- planned programmes of work and activities matched to pupils' educational needs.
- the school's policy with regard to pastoral support.
- the school's policy on behaviour and discipline, including the use of appropriate praise or sanctions for pupil work and behaviour.
- planned educational visits.

### **Monitor and Assess**

The achievements and progress of individual children with reference to the arrangements in use in the school and the requirements of law.

### **Supply the Following Information**

- daily attendance records.
- to make available to Curriculum Co-ordinators blue planning folders containing weekly plans and medium term plans.
- weekly planning records to be provided for the Head of Department upon request.
- oral and written reports to parents.
- records of progress and performance and annotated samples of work for inclusion in each child's portfolio.
- pupil profiles noting any incidents, social / medical factors and additional parent interviews.
- oral and written reports to any other agencies entitled to such information.

### **Attend the Following Meetings**

As required relating to the curriculum, administration and organisation.

Termly parents' meetings.

Parent information evenings.

Meetings with parents of pupils at Stage 2 or above on the Special Educational Needs Register.

### **Develop Personally and Professionally Through:-**

- reflection on own practice and private study.
- participation in the school's performance management programme.
- participation in appropriate in-service education programmes.
- keeping and updating a portfolio of ongoing professional development.

### **Relationships**

*A Class Teacher is required to: -*

#### **Co-operate with**

- the Headteacher.
- all colleagues, both teaching and non-teaching.
- subject and area co-ordinators.
- invited advisors offering support for curriculum development.
- inspection teams.

#### **Take Responsibility for**

- The supervision of work of learning support assistants supporting the class.
- The organisation and supervision of work of students assisting the class.
- The organisation and supervision of work of voluntary helpers assisting the class.

This job description will be supported by an Annual Job Plan which will list the key tasks, responsibilities and outcomes sought from the post holder in the school year. These will be derived from the School Improvement Plan and other school priorities.

***Duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.***

Date of issue.....

Signed.....  
(Teacher)