

### **CLASS TEACHER JOB DESCRIPTION**

**Job Title:** Class Teacher

**Responsible to:** Headteacher

**Responsible for:** Class

Carrying out the duties of a class teacher. In addition, positively encouraging the implementation and development of an approach to learning and teaching in the School which encourages an integrated curricular approach where possible; which is child centred and thus utilises first hand, practical experience wherever possible; accommodates the needs of the individual child; which is continuous and progressive; which aims to educate the whole child and which is in accordance with School Policy and Statutory requirements.

#### **Duties:**

The School Teachers' Pay and Conditions Document and the Guidance on School Teachers' Pay and Conditions specify the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. To safeguard and promote the welfare of children.

#### **Particular Responsibilities:**

- To teach a class in accordance with the schools policy and procedures and in line with National Curriculum.
- To manage the work of the class Learning Support Assistant on a day to day basis.
- To support the aims and objectives of the School, particularly focusing on the contents of the School Improvement Plan, the OFSTED Action Plan, and School Policies, and to share responsibility for reviewing, evaluating, and developing the curriculum to meet these objectives.
- To share responsibility for monitoring and evaluating the policies in the school and to take appropriate action where necessary to ensure implementation of them.
- To meet regularly with the staff and be involved in decisions, sharing some of the tasks initiated as a result of these decisions.
- To positively encourage high standards of behaviour and discipline and the pursuit of educational excellence throughout the school.

#### **Equal Opportunities**

- To develop the concept of equal opportunities in the school across all aspects of the school curriculum, so that it is an intrinsic part of everything the School does

#### **Target Setting, Data Analysis and Reporting**

- To work with the Senior Leadership Team to meet School targets.
- To record assessments, at regular intervals, on the schools internal target setting system and at least once within each assessment period.
- To prepare for and attend Pupil Progress Meetings at the end of each assessment period.
- To write an annual report for each pupil.
- To provide an analysis of progress in the subject being led.

#### **Liaison**

- To ensure effective and meaningful dialogue with parents is developed and maintained.
- To plan and develop links with external agencies where possible or appropriate, to ensure constant contact with the community around us.
- To foster and support extra-curricular activities in the interests of the School Community e.g. school concerts, sports fixtures and clubs etc.
- To foster good relationships with non-teaching staff.
- To liaise frequently with:
  - the Headteacher
  - other members of the SLT
  - parents
  - other members of staff

### **Safeguarding**

Fulfil personal responsibilities, and support the headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.
- Operating clear whistleblowing procedures.
- Sharing information, with other professionals.

### **Subject Co-ordinator – Any curriculum area**

- To act as the key point of contact for matters relating to Assessment in the subject you are leading.
- To report on pupil attainment in your subject at the end of each assessment period.
- To monitor progress of Assessment at Year group level.
- To identify, organise and deliver staff development needs on strategies for raising pupil achievement.
- To share in the planning, leading and facilitation of training and support relating to the subject being led.

### **Teaching**

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and pupil development to secure co-ordinated outcomes.

The duties may be varied to meet the changing demands of the School at the reasonable discretion of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.