

## **Class Teacher Job Description**

### **Position**

Salary: MPS/UPS

Hours: 32.5

Contract type: full time/temporary

Reporting to: Head of School and Executive Headteacher

Responsible for: The organisation and supervision of work of teaching assistants, teaching students and voluntary helpers assisting the class.

### **Principles**

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

### **Responsibilities**

It is the responsibility of a Class Teacher to:

- teach a class of pupils to develop knowledge 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 Head of School.
- set high expectations which challenge pupils.
- maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment, following the school's relevant policies
- provide a good role model for pupils.
- promote the safety and wellbeing of pupils by following the school's Safeguarding and Health and Safety policies

### **Duties**

#### **Teaching**

- Plan and teach well-structured lessons to assigned classes, following the school's plans, the National Curriculum and schemes of work
- Prepare appropriate teaching materials
- Organise the classroom environment so it is purposeful and promotes independence in learning
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for internal and statutory assessments and moderation
- Organise educational visits and visitors appropriate to ongoing work.
- Provide records of progress and performance and annotated samples of work.

- Complete documentation necessary for, e.g, transfer to secondary education in Year 6.
- Provide oral and written reports to any other agencies entitled to such information.

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Be willing to lead a curriculum subject

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

### **Communication**

- Communicate effectively with pupils, parents and carers, through parents' meetings, SEND reviews and written reports
- Prepare termly newsletters for the class and update class pages on the school website/social media channels

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Attend and pro-actively contribute to staff meetings and briefings

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of School.