



St Mary's Church of England Academy
Rook Tree Lane, Stotfold

Class Teacher Job Description

Responsible To: The Head Teacher

Responsible For: Teaching pupils in KS1 and/or Lower KS2

GENERAL DUTIES

- You are expected to carry out the duties of a school teacher as set out in Part 6 paragraphs 52.1 to 53.10 (inclusive) of the School Teachers' Pay and Conditions document 2014. These are professional duties, all or some of which you may be expected to undertake.
- The post requires you to teach pupils in the age range Year R to Year 4, in accordance with the requirements of Conditions of Employment of School Teachers, having due regard for the National Curriculum, the school's aims, policies and schemes of work and any policies of the Governing Body.
- To share in the development of school policies and schemes of work, even if these are not your own particular responsibilities.
- To ensure responsible and caring supervision of children according to agreed procedures and duty rotas during directed time, and during any extra-curricular activity, including school visits undertaken by you, and to share in the corporate responsibility for the wellbeing of all pupils.
- To liaise with other members of staff in the pursuit of excellence.
- To involve parents in the school both in the education of their individual children and in the wider aspects of the schools function.
- To support a school policy of corporate responsibility in all areas of school life.

SPECIFIC DUTIES AS CLASS TEACHER

- To establish a stimulating and challenging classroom environment leading to high standards of work from the pupils.
- To establish a sound classroom routine and atmosphere to maximise independent learning.
- To ensure a high standard of classroom organisation with readily accessible and well-maintained resources.
- To provide opportunities and resources for differentiated development and progression in all curriculum areas.
- To produce medium term plans, short term plans and evaluations of topics planned, English and Mathematics.
- Ensure all children's individual learning needs are met; identify and make provision for SEND and the more able and talented.
- To assess, record and evaluate individuals progress using the schools agreed assessment sheets and to use this information when compiling reports.
- To maintain high standards of behaviour expectation within the classroom and school.
- To have responsibility for the care and up-keep of your own classroom resources and equipment as well as those in use from shared resource areas, including the care, safety and security of electronic/electrical equipment.
- Manage other adults in the classroom effectively to enhance children's learning.
- To liaise with other teachers to ensure continuity and progression.
- To be prepared from time to time to oversee work experience students or students on teaching practice.
- Any other activity or requirement of a similar nature as directed by the Head Teacher or Senior Leadership Team.