



Job Description Class Teacher

'We work together, we pray together, we grow together'

Job title: Class Teacher
Responsible to: Head Teacher and members of the Senior Leadership Team

Job purpose:

- To work in close partnership with the headteacher, deputy, staff, governors, parents and external agencies following agreed whole school policies and promoting the whole school ethos and Christian values
- To ensure the highest possible quality of education, range of educational opportunities of standards of attainment which provides equality of opportunity for all
- To encourage and support relationships and positive liaison with parents and the local community
- To be responsible for promoting and safeguarding the welfare of children within the school
- To prepare to lead areas of the curriculum
- At all times, lead by example, demonstrating high personal and professional standards including the protocols as laid out in our staff handbook and Code of Conduct
- Act within the statutory frameworks which set out the professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*

Main duties and responsibilities

Teaching and Learning

- plan and deliver an engaging curriculum relevant to the age, needs, interests and abilities of the children
- use children's prior knowledge to plan differentiated teaching activities, demonstrating knowledge and understanding of how pupils learn
- be accountable for the achievement (both attainment and progress) and overall outcomes for the children
- assess the progress of the whole class and each individual, so as to plan effectively, particularly recognising the requirements of those children with additional needs such as Special Educational Needs and disabilities, pupil premium and those who have English as an Additional Language (EAL)
- give children high quality feedback about how to improve their work and learning in line with our school policy (both orally and in writing)
- teach children to respond to feedback and give them regular opportunities to reflect on their work and progress and develop a responsible and conscientious attitude to their own learning
- promote resilience and independence so that children develop as effective learners
- set homework and out of class activities as and when appropriate in line with our school policy
- display work imaginatively as a celebration of achievement and as a tool for learning
- establish respectful, professional relationships with children and their parents and carers
- communicate effectively with parents and carers about their child's development and learning
- participate in or lead assemblies, acts of class collective worship or other liturgical celebrations

Behaviour and safeguarding

- be familiar with all policies relating to safeguarding, including health and safety and understand your role and responsibilities in relation to these
- always act in a way that promotes equality and respect
- be familiar with the school staff handbook and understand your role in providing a safe environment where children's emotional and physical needs are well cared for
- ensure that classroom management is effective and efficient and provide a stimulating learning environment
- promote and foster high standards of behaviour, attendance, appearance, uniform, punctuality etc. in accordance with school policies

Team work and collaboration

- form positive and effective relationships with pupils, staff, parents, governors and members of the wider community so the ethos of the school is reflected in the way we work together
- work in ways that promote collaboration, team work and effective professional relationships and set the highest standards and example to others
- develop effective working relationships with any allocated Teaching Assistants, giving them clear direction and guidance so that they have a positive impact on children's learning
- give clear direction and support to any parent volunteers, including safeguarding matters
- attend staff meetings and other professional meetings e.g. SEN review days and meetings with visiting professionals
- meet with Governors as and when required
- contribute to displays in communal areas throughout the school as and when required

Professional development and standards

- act in accordance with all school policies, particularly those relating to safeguarding, child protection (including use of camera, mobile phones and social media) confidentiality and data protection, health & safety and security; reporting all concerns to the Designated Lead Person for Safeguarding
- be responsible for improving your own practice by participating fully in training and
- opportunities including acting on feedback and advice from senior colleagues
- participate fully in the performance management arrangements of the school
- at all times promote high standards of spoken and written English

Curriculum Leader (if appropriate)

- Lead initiatives to develop and improve the area contributing to the school development plan
- Monitor and evaluate the effectiveness of this area
- Lead CPD
- Keep the headteacher and governors informed about the curriculum area

Note

Whilst every effort has been made to explain the main duties and responsibilities of this post it is not possible to identify each individual task undertaken. Employees will be expected to comply with any reasonable request from the Head Teacher or member of the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. The job description is subject to an annual review, however it may be amended at any time following consultation with the post holder.