



Job Description

Class Teacher

Main Purpose

- To plan, implement and deliver an appropriate and differentiated curriculum for all pupils in a class
- To contribute to raising standards of pupil attainment
- To promote the progress and well-being of every child
- To raise standards of teaching, learning and attainment for the pupils.
- To undertake the professional duties and responsibilities of a teacher as set out in the current School Teachers' Pay and Conditions document
- To uphold the professional standards for teachers

Main Activities

1. To teach pupils and to ensure that planning, preparation, recording, assessment and reporting meet the varying learning and social needs of all children
2. Represent the ethos and core values of the school while teaching pupils
3. Assist in the development of appropriate syllabuses, resources, schemes of work, policies and teaching strategies within the school
4. To ensure the effective and efficient use of any staff supporting teaching and learning in the classroom
5. To teach pupils according to their educational needs
6. To implement and follow school policies and procedures as approved by the Governors and the senior leadership team
7. To set targets for pupils based upon prior attainment
8. Provide a supportive learning environment where resources can be accessed appropriately by all pupils
9. To participate in the performance management process for the evaluation of their own performance
10. To maintain good order and discipline in the classroom in accordance with the school's behaviour policy
11. To maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school
12. To maintain an accurate register
13. To alert the Headteacher of any persistent or major problems being experienced by pupils and contribute towards a solution
14. To mark/give feedback on work set in school and for homework
15. To assess record and report on the attendance, progress, development and attainment of pupils and keep such records as are required
16. To take part in the school's staff development programme by participating in arrangements and opportunities for continuous professional development
17. To attend and participate in meetings which relate to the school's management, curriculum, administration or organisation
18. To work with officers of relevant outside agencies or bodies
19. To report to parents on the development, progress and attainment of pupils

Subject Leadership

1. If appropriate, in accordance with the relevant paragraphs in the most recent Teachers' Pay and Conditions Document, to contribute to the development of the school curriculum, teaching methods and their review by co-ordinating and leading the development of an agreed curriculum area. Specifically to support colleagues, to use expertise to assess and develop the quality of learning and to alert line managers of the need for intervention to address identified development needs
2. To be responsible for subject co-ordination, including ensuring a relevant and appropriate curriculum policy is produced and reviewed, according to the school's schedule, which is complemented by associated schemes of work
3. To monitor and evaluate learning within that subject in line with the school's monitoring cycle
4. To collate and analyse information relating to the standards achieved in the subject for presentation to the leadership team
5. To audit resources
6. To secure and allocate the resources within an allocated budget
7. To advise and support other members of staff on the content and delivery of that subject
8. To identify and secure provision of appropriate in-service professional development in relation to the subject, with the support of the leadership team
9. To contribute to the formulation and evaluation of the school's assessment practice in relation to the area of the curriculum for which lead responsibility is held
10. To keep abreast of current thinking by attending relevant courses/meetings, reading and research in order to share significant developments with other colleagues

Relationships to other posts

Supervision received from Deputy Headteacher and Headteacher. Line management responsibilities for Teaching Assistants, working with children from the allocated class.

Date of issue:

Signature of post holder

Signature of Headteacher