



Job Description

POST: Class teacher

GRADE: Main/Upper Pay Range

RESPONSIBLE TO: Headteacher/ Deputy Headteacher/Appraisal Line Manager

Main purpose of the job: Be an excellent classroom teacher - Teach a class of children and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.	
Duties and Responsibilities	
Carry out the duties of a class teacher as outlined in the current School Teachers' Pay and Conditions Document.	
Leadership and Management	- To co-ordinate and oversee the provision of whole school initiatives across the school as directed by the Headteacher. - Participate in, and when appropriate, lead on the CPD of other members of staff. - Contribute to relevant sections of the School's Self Evaluation and Development Plan. - When appropriate, report to governors.
Knowledge and Understanding	- Have a knowledge of and keep up to date with the requirements of the Early Years Foundation Stage and Primary National Curriculum. - Understand the stages of child development and how pupils' learning is affected by their wider experience and life context. - Be familiar with school systems and structures including all those linked to Health and Safety and Safeguarding. - Have a clear understanding of the school's policies on assessment and reporting to parents. - Use detailed subject knowledge to deal effectively with subject-related questions raised by pupils and the common misconceptions that they hold – thereby deepening the pupils' knowledge and understanding.
Teaching, Learning, Assessment and Classroom Management	- Plan and deliver learning to the assigned class or classes in line with national requirements and school policies. - Keep planning up to date and store in line with school policies. - Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils. - Provide lessons which are well structured, maintain pace and provide appropriate support and challenge for all groups of pupils based on effective use of assessment to inform next step learning. - Identify those with Special Educational Needs, implement planned intervention and support and seek appropriate support from other professionals. - Direct the use of any support staff or classroom assistance. - Establish and maintain a high standard of discipline by the use of praise, rewards and sanctions as outlined in the school's behaviour policy. Promote effective behaviour for learning in all contexts so children feel secure and confident as learners. - Develop, in pupils, a positive attitude towards themselves and others with a strong sense of self-respect. Also to develop a sense of respect for other people's property, ideas and beliefs irrespective of gender, race, disability or academic achievement, etc. - Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils. - Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary. - Set and monitor homework according to the school's homework policy.

	• Use Planning, Preparation and Assessment (PPA) time effectively. At least 10% of timetabled time will be designated as PPA time, and it will be allocated in blocks of no less than 30 minutes. • Assess and record each pupil's progress systematically in line with school policies and use the data to ensure pupils make appropriate progress. • Monitor work, providing feedback in line with policy and use the results for future planning, teaching and learning. • Set challenging targets for the children and work effectively to achieve these targets. • Participate in internal and external moderation of work. • Establish and maintain good relationships with parents to provide an effective partnership between school and home. • Prepare and write high quality and informative individual, positive, honest annual reports to parents/carers and discuss pupil's progress and welfare at parents' evenings and other occasions developing positive relationships. • Evaluate own teaching critically, drawing on development opportunities to improve effectiveness. • Prepare pupils for National Assessments (if appropriate).
Professional Standards and Development	• Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils • Understand the professional responsibilities in relation to school policies and practices and in so doing actively support and reinforce those policies. E.g. anti-bullying, homework, behaviour. • Be aware of the role of the Governing Body. • Set a good example around the whole school, in appearance and personal conduct. • Establish effective working relationships with other professional colleagues, not only those within school, but those from outside agencies. • Attend meetings within the constraints of directed time and contribute to the development of the curriculum and school policies. • Assist in the development of the School Curriculum in line with the School's Development Plan.
Other Professional Requirements	• In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum, which may lead to improvements in teaching and learning. • Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available. • Maintain a reflective approach to evaluating and improving own practice. • Engage in annual appraisal of performance. • Contribute to the professional development of colleagues where appropriate. • Carry out playground and other duties as directed and within the remit of the current <i>School Teachers' Pay and Conditions Document</i>
Safeguarding and Health and Safety	• Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school policies. • Undergo basic First Aid training as required. • Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. • Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Head Teacher and member of staff and will be reviewed appropriately.

Signed:

(staff member) Date:

Signed:

(Head Teacher) Date: