



# Job Description

## Class Teacher

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Title and Grade of Post	Class teacher
Status of Post	<p>This is a teaching post within the schools staffing structure. This post holder is accountable to their Year Leader, Deputy Headteacher &amp; Headteacher. As a class teacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.</p>
Job Purpose	<p>To carry out professional duties and to have responsibility for an assigned class.</p> <p>To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.</p> <p>To promote the aims and objectives of the school and maintain its philosophy of education.</p> <p>The post will require you to work in partnership with the Headteacher, Deputy Headteacher, governors and staff to ensure the continuous improvement of the school.</p>
Reporting to	<p>The post holder is responsible to their Year Leader, Deputy Headteacher &amp; the Headteacher in all matters.</p> <p>The post holder may be expected to network and liaise across the Our Community Multi Academy Trust schools, community and coordinator networks, to ensure a consistency of approach regarding standards, support, transition and high-quality learning and teaching.</p>



## Main Expectations of the Role

**Alongside the fulfilment of the DfE Teachers' Standards, the following is a list of specific responsibilities that a class teacher is required to carry out:**

### **The class teacher will...**

- create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
- identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- maintain good order and discipline among the pupils, safeguarding their health and safety.
- organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- prepare appropriate records for the transfer of pupils.
- ensure effective use of support staff within the classroom, including parent helpers.
- participate in staff and year group meetings as required.
- contribute to the development and co-ordination of a particular area of the curriculum.
- be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- ensure that school policies are reflected in daily practice.
- communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- liaise with outside agencies when appropriate eg. Educational Psychologist.
- continue professional development, maintaining a portfolio of training undertaken.
- meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- support the Headteacher in promoting the ethos of the school.
- promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- recognise that health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.