



JOB DESCRIPTION- Class teacher

General Teaching duties/responsibilities

1. TEACHING

- Plan work in accordance with school schemes of work and National Curriculum programmes of study.
- Work in collaboration with Teaching Assistants and SENCo.
- Take account of childrens' prior levels of attainment and use them to set targets for future improvements.
- Maintain good discipline and working environment by adherence to school behaviour policy.
- Set appropriate and demanding expectations for childrens' learning, motivation and presentation of work.

2. ASSESSMENT, RECORDING & REPORTING

- Maintain plans and assessments of lessons undertaken and records of childrens' work.
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate, in line with assessment and marking policies.
- Carry out assessment programmes (e.g. reports, Key Stage SATs/optional SATs) in line with school policy.
- Maintain and monitor pupil progress data, using these records to ensure support and challenge.
- To keep parents of the children within a group or class, informed of their child's needs and progress within both the formal structure of the school's reporting format and informally when called upon to do so.
- Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for children.

3. PROFESSIONAL STANDARDS

- Treat all members of the community, colleagues and children, fairly with respect and consideration.
- Set a good example to children in terms of appropriate dress, standards of punctuality and attendance.

- To keep up to date with current educational developments, to attend appropriate courses and undertake appropriate research
- Participate in the management of school by attending various team and staff meetings.
- Undertake duties as prescribed within school policies.
- Undertake professional duties that may be reasonably assigned to them by the Headteacher.
- Demonstrate sympathy with the ethos of a Christian school and support the development of links between the school and church
- To take every reasonable step to ensure the safety of the children, especially in activities such as physical education, educational visits and practical activities.

Subject leader responsibilities (non ECTs)

- To be responsible for leading a subject or subjects throughout the school
- To review and update the appropriate policies and schemes of work.
- To monitor standards within these subjects and report to the Leadership Team in order to support the raising of standards and improvement
- To support the Leadership Team in monitoring and evaluating standards of teaching, identifying areas for improvement; report to the Leadership team on planning and implementing strategies to improve teaching where needs are identified
- To develop subject action plans with staff and Governors as part of the School Improvement Plan.
- To be responsible for running a budget across agreed curriculum subjects.

Signed.....
Job Holder

Signed.....
Headteacher

Date.....

Date.....