



ST CLEMENT'S CHURCH OF ENGLAND PRIMARY SCHOOL

CLASS TEACHER JOB DESCRIPTION

Grade: MPS

Responsible to: The Headteacher and The Governing Body

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Job Purpose

- To work with the Headteacher in creating, inspiring and embodying the Christian ethos and Culture of this Church school, securing its Mission Statement and ensuring an environment for teaching and learning that empowers pupils to achieve their highest potential.
- To carry out professional duties and to have responsibility for an assigned class
- 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
- To promote the aims and objectives of the school and maintain its philosophy of education

Main Duties and Responsibilities

- Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning
- 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
- Adhere to all the school's policies and procedures and ensure they are reflected in daily practice.
- 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 meetings, INSET and CPD
- Lead 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
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional
- To liaise with outside agencies when appropriate
- To continue professional development
- 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 the welfare of children and to support the school in safeguarding children through relevant policies and procedures
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity
- Recognise 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.
- Adhere to school policies and any school-specific procedures / rules that apply to this role.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Subject Leadership

The following outlines the key criteria for the role in addition to class teacher roles and responsibilities:

- Liaise with Subject Leaders and SLT to create and update a long-term planning overview for the subject / area
- Liaise with the DHT / Inclusion Manager in order to raise learning potential for children with SEN and other vulnerable groups
- Monitor both discrete and cross-curricular references to the subject / area in all subject plans
- Monitor the quality of teaching and learning
- Oversee the assessment, recording and reporting
- Ensure the highest standards of teaching and learning in the area of responsibility



- Lead staff CPD in the given area to share best practice and promote effective ways to raise standards
- Suggest purchase of resources to the SBM and SLT that will help staff to teach the curriculum
- Keep abreast of current and new approaches to support the curriculum
- Produce and review curriculum policy documents
- Adhere to school policies and any school-specific procedures that apply to this role.

To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.