



JOB DESCRIPTION FOR CLASS TEACHER

Job Purpose:

The Class Teacher will:

- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- Ensure that the current national conditions of employment for schoolteachers are met.

Duties:

You are required to fulfil the professional role of a Class Teacher which is specified in the latest version of the School Teachers' Pay and Conditions Document.

You are also required to:

- Be responsible for the delivery of the National Curriculum and its implementation according to the School's agreed policies, paying particular attention to equality of opportunity, safeguarding and access;
- Have accountability for the standards in the class and regularly analyse pupil progress and attainment data;
- Support initiatives decided by the Headteacher and staff;
- Have high expectations for both your own practice and pupil achievement;
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- Be able to set clear targets, based on prior attainment, for pupil's learning;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- Report to parents on the development, progress and attainment of pupils;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Lead, organise and direct support staff within the classroom;
- Be prepared to contribute to the wider aspects of school life in a range of ways;
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.
- Adhere to the DfE Teachers' Standards;

Discussed and Agreed on _____ (Date)

Signed _____ Print

ROLE PROFILE FOR CLASS TEACHER

Job Purpose	To facilitate and encourage learning that enables pupils to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all pupils.	
Accountabilities excluding item 5 in NQT year.	<ol style="list-style-type: none"> 1. Prepare and teach lessons of a high standard to the assigned class of pupils: <ul style="list-style-type: none"> • Following the designated programmes of study • Assessing pupil attainment • Marking within guidelines and recording progress • Monitoring pupils in accordance with agreed school strategies 2. Maintain discipline in accordance with school policies and demonstrate good practice with regard to pupil attendance, appearance, uniform, punctuality, behaviour, homework etc. 3. Contribute to the corporate task of development, record keeping, monitoring, evaluation of lessons and maintenance of materials. 4. Set and mark weekly homework and, with the teaching assistant, monitor Home/School Link Books daily. 5. Lead a subject or aspect of the curriculum reviewing teaching and learning, creating an action plan, ensuring inclusion of all pupils and managing a budget for resources. 6. Work closely with and consult those teachers who are responsible for subject leadership, ensuring continuity and progression for pupils. 7. Engage in continuous professional development on non-contact days or attend training identified through whole staff monitoring or performance management review. 	
Personal Qualities for main professional grade teachers as identified in "Research into Teacher Effectiveness": Hay McBer 2001	Emotional Self-Awareness Accurate self assessment of own strengths and limits; Self-confidence and belief in one's self-worth and capabilities	Empathy Reads verbal and non-verbal clues; Understands climate and culture of the school; Monitors parental satisfaction.
	Emotional Self-Control Openness to new ideas; Airs disagreements and maintains objectivity; Has high expectations of pupils; Has positive expectations.	Developing Others Provides support to pupils and other adults in classroom; Acts to support agreed change; Works as part of school team.
Professional Knowledge and Skills	<ul style="list-style-type: none"> • Principles and practices of effective teaching and learning • Preparation of schemes of work and lessons • Knowledge and understanding of subject areas • Principles and practice of monitoring and assessment • The application of information communication technology to learning and teaching in all subjects. • 	
Competencies	As set out in Qualified Teacher Status.	