

## Class Teacher - Job Description



Post title:	Class Teacher
School:	Wateringbury CE Primary School
Salary and grade:	Main pay scale range 1-6
Line manager/s:	The headteacher, members of the senior leadership team (SLT) and the governing body
Supervisory responsibility:	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

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### Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governor, other staff and external agencies in the best interests of pupils.
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*.
- Take responsibility for promoting and safeguarding the welfare of children and young people within school

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### Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teachers Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

### 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 children's 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 children's learning, motivation and presentation of work.

### Assessment, Recording & Reporting

- Maintain plans and assessments of lessons undertaken and records of children's 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 and plans for children.

### **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.

### **Curriculum Development and Subject leader responsibilities (not ECTs)**

- To be responsible for leading a subject throughout the school
- Contribute to the whole school's curriculum design and planning activities.
- 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 that identify clear targets and success criteria for its development
- To be responsible for running a budget across agreed curriculum subjects

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

### **Other**

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher