



Wincheap Foundation Primary School
Class Teacher

Job Description

1. Ensure the delivery of a broad, balanced and relevant curriculum.
2. Attend to the pastoral, emotional and social development of each child.
3. Offer a stable, caring environment where the children are encouraged to progress in a calm, structured atmosphere.
4. Create friendly but firm relationships, taking responsibility for the safety and welfare of the children in your care in and out of the classroom during school hours.
5. Know the children, their background and their parents and carers.
6. Encourage high standards of behaviour, work and presentation both in your classroom and throughout the school.
7. Be willing to share your good practice with others in staff development and school improvement activities.
8. Attend and contribute to all staff meetings.
9. In line with the schools values, plan lessons that develop children's independent learning skills, along with their creativity and perseverance.
10. Follow the agreed school teaching and organisational policies.
11. Plan and prepare lessons with clear learning outcomes.
12. Adhere to the school's marking policy, giving feedback to pupils about their work.
13. Communicate and cooperate with agencies outside the school with legitimate interests in the child.
14. Know the available apparatus and equipment available throughout the school.
15. Continue to set high standards of conduct and work when carrying out school-wide duties.
16. Be aware of the children's spiritual and moral development and where possible to help and influence them in the correct way.
17. Be aware that a class teacher influences children in speech, manner and dress and set high standards in all three.
18. Be aware of the latest developments and thinking in education and to be ready to adapt.
19. Ensure that children leave classrooms, work areas and cloakrooms in a reasonable state for cleaners and to help to ensure cupboards and storerooms are kept tidy.
20. Encourage and expect pupils to respect furniture, the building, equipment and displays and to avoid waste wherever possible.
21. Report matters of Health and Safety to the head teacher.
22. Report matters of child protection to the DSL.
23. Develop positive partnerships with parents with the express aim of enhancing children's learning and well-being.

24. Participate in Performance Management or NQT Induction activities as an aid to professional development, taking advantage of CPD opportunities where appropriate.
25. Participate in arrangements for preparing pupils for external examinations.
26. Carry out those duties for which you are responsible through school rotas and also those activities which are expected of you through your directed time such as break-time duties and leading assemblies.
27. Provide or contribute to verbal and written assessments, reports and references relating to individual pupils and groups of pupils.
28. In the course of your duties, work closely in consultation with the head teacher, being prepared to teach throughout the school when required, fulfilling such duties as requested of you.