

# Class Teacher Job Description

## Purpose of the Job:

In addition to the General Professional duties set out in the School Teachers' Pay and Conditions Document the following duties are attached to the post of Class Teacher.

## Main Duties:

1. To be the class teacher of the allocated class, displaying a high level of professional ability.
2. To be responsible for the education and welfare of this group of children in accordance with the Terms and Conditions of Employment, having due regard to the requirements of the National Curriculum and Academy policies.
3. To be responsible for planning, assessing and evaluating the work of each child and keeping appropriate records.
4. To ensure that a high standard of physical and emotional care for all children is maintained.
5. To maintain an effective working environment displaying children's work and relevant resource material attractively.
6. To provide advice and support to parents about their child's development.
7. To ensure every effort is made to develop and maintain good relationships with parents and the local community.
8. To assist with the running of extra-curricular activities, where appropriate, in conjunction with other members of staff.
9. To share in the corporate responsibility for the well-being and discipline of all pupils. All staff have corporate responsibility for all children.
10. To enforce the Trusts and School Behaviour Policy as agreed by staff and governors to ensure good conduct and behaviour of all the children in school.
11. To be able to deal with challenging behaviour.
12. To establish links with the community and outside agencies e.g. Pre-school settings, further education settings, etc.
13. To undertake relevant training and professional development in line with the school development plan.

## Class Teacher Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Teaching a wide range of children's abilities.</li> <li>Effective lesson planning, assessing, record keeping and reporting.</li> <li>Creating an attractive and stimulating learning environment, accounting for the needs of all children.</li> </ul>	<ul style="list-style-type: none"> <li>Teaching across the primary and secondary phases</li> <li>Preparation and administration of statutory National Curriculum tests.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Knowledge of statutory National Curriculum requirements for primary and / or secondary phases</li> <li>Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health and Safety, Inclusion and Child Protection.</li> <li>Ability to relate and communicate effectively with parents and encourage their participation in their child's education.</li> <li>Ability to direct the work of a teaching assistant.</li> <li>Ability to work closely with other members of staff in the development of the curriculum and pastoral work of the school.</li> <li>Excellent interpersonal skills.</li> <li>Excellent time and task management skills.</li> <li>Ability to use data effectively in setting targets and understanding pupil progress.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to work under pressure and to deadlines.</li> <li>Enthusiastic approach to teaching and learning.</li> <li>Hardworking, reliable and trustworthy.</li> <li>Ability to communicate positively with children.</li> <li>Ability to work supportively within a team.</li> <li>Suitability to work with Children</li> </ul>	