**Class Teacher**

**Job description**

**Key Role:**

To take responsibility for the education and welfare of a designated class of children in accordance with the current Teacher Standards, having due regard to the requirements of the National Curriculum, RIT and school policies. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies. To maintain assessment records and report on pupils’ progress to senior staff and to parents and carers, in accordance with school policy.

**Specific Duties and Responsibilities:**

* To plan work for the class in accordance with national, RIT and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
* To ensure a close match between the learning experiences offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
* To make appropriate educational provision for children with SEN and those learning EAL, with support from the SENCo
* Where possible, to make sure that the majority of the children’s work is closely linked to first-hand practical experience.
* To provide children with opportunities to manage their own learning and become independent learners.
* To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline in keeping with the school’s behaviour policy.
* To foster each child’s self-image and esteem and establish relationships which are based on mutual respect.
* To maintain a high standard of display both in the classroom and in other areas of the school.
* To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
* To work closely with colleagues to undertake medium and short term planning and the implementation of agreed topics within the curriculum.
* To assess children’s progress, maintain records and provide written reports to parents and carers in accordance with school policies.
* To communicate and consult with parents and carers and with outside agencies, as necessary, about children’s progress and attainment.
* To ensure that the school’s aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
* To liaise with support staff both school based, from the LA & from other external bodies as required.
* To take responsibility for the management of other adults in the classroom.
* To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
* To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
* To take responsibility for a curriculum subject area as agreed with the Head Teacher.
  + Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum any other new initiatives from the Department for Education and Skills.
  + In conjunction with the Head Teacher or other senior staff, be responsible for the implementation and management of the school’s 3 I’s for the agreed subject area
  + Review the 3 I’s and adapt it as appropriate for the subject
  + Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the SLT
  + Offer support and advice to colleagues.

**School Ethos**

* Work with the Head Teacher and colleagues in creating, inspiring and embodying the ethos of the school, securing its values and ethos with all members of the school community and ensuring an environment for learning and teaching that empowers both staff and children to achieve their highest potential.
* Take part in and lead assemblies in accordance with the school policy.
* Attend and participate in all celebrations intrinsic to the daily life of the school.
* Provide religious education in accordance with the agreed curriculum
* Actively support the school’s corporate policies relating to equality and diversity, inclusion and health, safeguarding and well-being, confidentiality and social networking.
* Promote the school and celebrate its success at every opportunity.

**Curriculum Planning and Provision**

* Help develop and maintain a curriculum in line with the school policy to meet the needs of individual children in the class.
* Work with other members of staff to identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and pupils being taught.
* Monitor and evaluate the curriculum and review planning, assessment, record keeping and reporting procedures as and when requested
* Under the direction and guidance of the Leadership Team, actively contribute to and support the development of one or more specified curriculum aspects or areas of pupil and/or staff development.
* Ensure efficient use and maintenance of all material teaching resources within the classroom and working environment and ensure available resources are used effectively to support the curriculum.
* Be involved in small team and whole school planning meetings.

**Learning and Teaching**

* Help to formulate and produce coherent long, medium and short term planning which ensures continuity and progression, takes into account the needs of the whole school as well as individual pupils and encourages the development of independent learning.
* Employ a range of suitable learning and teaching strategies and styles to ensure effective learning.
* Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
* Develop, maintain and use resources appropriate to chosen learning objectives
* Ensure the effective deployment of teaching assistant support in the classroom.
* Analyse and evaluate the children’s learning to inform future planning and teaching and learning activities.
* Create and maintain an orderly, safe, stimulating and informative classroom environment where children feel part of a community Take care of the presentation and maintenance of whole school environment and encourage others to do so
* Have knowledge and understanding of, and maintain good practice and implement changes in accordance with developments in educational theory and practice.
* Set pupil targets, assess progress and maintain records in accordance with school policy.

**Pastoral Care**

* Develop positive relationships with all children and promote their general progress, achievements, well-being and participation in all aspects of school life.
* Maintain a positive approach to child management, supporting the school’s policies relating to attendance, punctuality and behaviour.
* Identify pupils with special or more complex needs, write reports and contribute to discussions, meetings and make recommendations.
* Ensure a class code of conduct is implemented following appropriate consultation with pupils and relevant staff.
* Maintain a system of rewards and sanctions which is in line with school policy and is understood and appreciated by pupils and parents.
* Provide opportunities that contribute to the quality of the children’s wider educational development, including their personal, spiritual, social, moral and cultural development.