



Charlton C.E. Primary School

JOB DESCRIPTION

NAME:	
POSITION:	Class teacher
REPORTS TO:	SLT
RESPONSIBLE FOR:	Class (<i>insert class</i>)

KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum, school policies and, particularly, Teachers' Standards.

MAIN ACTIVITIES

1. 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.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

PRINCIPAL ACCOUNTABILITIES

1. To demonstrate good subject and curriculum knowledge and plan work for the class in accordance with national and school curriculum policies and to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
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2. To ensure a close match between the learning experience 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.
 3. To make appropriate educational provision for children with SEN and those learning EAL, with support from the SENCo.
 4. Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.
 5. To provide children with opportunities to manage their own learning and become independent learners.
 6. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
 7. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
 8. To maintain a high standard of display both in the classroom and in other areas of the school.
 9. 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.
 10. To undertake medium and short term planning and the implementation of agreed schemes of work.
 11. To assess children's progress, give pupils regular feedback, maintain records and provide written reports to parents and carers in accordance with school policies.
 12. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
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13. 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.
14. To liaise with support staff both school based, from the LA & from other external bodies as required.
15. To take responsibility for the management of other adults in the classroom.
16. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
17. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
18. To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
19. To not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
20. To take responsibility for a curriculum subject area as agreed with the headteacher.

KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
 - Ensuring compliance with Data Protection legislation
 - At all times operating within the school's Equal Opportunities framework
 - Commitment and contribution to improving standards for pupils as appropriate
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- Contributing to the maintenance of a caring and stimulating environment for pupils

Date:

Signature of Class Teacher

Signature of Headteacher

