



JOB DESCRIPTION

Date:

Name:

Job Description: Class Teacher

Responsible to: Headteacher

Main purpose of Job:

- To teach throughout the primary age range within the school and to carry out such other duties as are reasonably assigned by the Headteacher.
- To ensure the highest possible standards of education of the pupils for whom the teacher has responsibility – spiritually, socially, emotionally, physically, intellectually and aesthetically.

Principal Accountabilities:

1 Classroom Practice

1. To teach throughout the primary age range
2. To organise and plan an inclusive curriculum for pupils in line with the curriculum, school policy. To be aware of current issues and statutory requirements.
3. Ensure a close match between the learning experiences offered and the individual needs of the pupils in their class through short term planning and formative assessment; thus giving each pupil both appropriate academic challenges and positive self esteem bred from achieving success.
4. To plan for and record pupils progress in all areas of the curriculum, submitting planning evidence in line with school policy. Planning to be appropriate to the needs, interests, experience and existing knowledge of the pupils.

5. To participate in external and internal assessment of children, as required by the Headteacher. To use formative and summative assessment to inform future planning and ensure differentiation, through a commitment to differentiating, the environment, planning, learning styles, support and needs of individual children.
6. To give feedback to pupils in line with school policy.
7. To carry out work sampling and levelling of children's work in line with school policy.
8. To identify and make provision for pupils with special needs and gifted and talented, in collaboration with the SENCO and to plan and implement Provision maps on a termly basis.
9. To be responsible for the efficient and effective organisation of the classroom and resources to promote good primary practice. To maintain a stimulating classroom, giving pupils the opportunity to experience arrange of teaching styles and groupings within their class. Organising a stimulating environment and maintaining a high level of display both in the classroom and around the school.
10. To provide homework as stated in our homework policy, on a weekly basis and to support the implementation of the home/school reading scheme.
11. To have high expectations in all areas of learning, including personal social, spiritual, development and to have a commitment to maintaining and improving high standards.
12. To be able to motivate children by being enthusiastic and making learning experiences challenging and exciting.
13. To carry out the duties of the post with due regard to the school's equal opportunities policy and core values.
14. To work with Teaching Assistants and ensure clear direction of their work to the best benefit of the children.
15. To show awareness of the teaching and learning policy.
16. To adhere to the ICT code of conduct.
17. To adhere to all policies.

Specific duties:

1. Contribute to whole-school initiatives as out lined in the School Development Plan.
2. Model good practice.
3. Be responsible for the safe and efficient organisation and use of resources.
4. Take an active interest in your own professional development, keeping up to date with current developments.
5. Prepare reports to governors as necessary.
6. Carry out administrative tasks as agreed with the Head or Deputy in line with reorganisation guidelines.
7. Comply with the Health and safety policies adopted by the local authority and by the school.
8. Have due regard to the school's Single Equality Scheme.

This Job description will be reviewed annually or when the requirements of the post change.

Date_____ Signature_____ Reviewer

Date_____ Signature_____ Reviewee

Date_____ Signature_____ Headteacher

2 Working in Partnership

- I. To work with colleagues in a co-operative framework keeping to the school's established programmes of study/curriculum guidelines and policies to ensure curriculum continuity.
- II. To help promote the school ethos through positive action which values the individual, recognises the individual and corporate responsibilities, promotes co-operation and encourages excellence and respect for others.
- III. To communicate and liaise with parents on a regular basis promoting home/school partnership in all pupils' education.
- IV. To work in liaison, contact and co-operation with members of the LEA support and advisory services, parents, Governors, St Nicholas Church and the local community.

3 Supporting Management of the School

- I. To complete the registration details of the class.
- II. To accept joint responsibility with colleagues for the overall appearance of the school both in the classroom and public areas, ensuring a high standard of display in all curriculum areas.
- III. To lead a Key Stage assembly on a regular basis as required.
- IV. To uphold the school's Behaviour and Discipline Policy.
- V. To develop relationships with and between pupils conducive to optimum learning.
- VI. To maintain good order and discipline among the pupils and safeguard their health and safety at all times when they are on the school premises and when they are engaged in school activities elsewhere.
- VII. To carry out an appropriate share of supervision on pupils' arrival at and departure from school, on dispersal and assembly at the beginning and end of all breaks.
- VIII. To attend all the required school meetings and INSET as prescribed within the timetable of directed hours and to be punctual for all duties. To undertake team planning, self-evaluation and professional development as required.
- IX. To attend all the required school meetings and INSET as prescribed within the timetable of directed hours and to be punctual for all duties. To undertake team planning, self-evaluation and professional development as required.
- X. To demonstrate positive commitment to the school's equal opportunities policy and to the LEA anti-discriminatory policies.
- XI. To supervise, and so far as practicable to teach, any pupils whose teacher is absent as requested by the Headteacher.
- XII. To contribute to and participate in formal performance management and review.

Name of Job Holder:

Signature of Job Holder:

Signature of Team Leader:

Date:

Review Date: