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| Headteacher  Mr Malcolm Saunders BSc (Hons) NPQH  E-mail: office@herne-junior.kent.sch.uk  Website: [www.herne-junior.kent.sch.uk](http://www.herne-junior.kent.sch.uk)  Twitter: @hernecej | **School logo**  *Love your neighbour as you love yourself*  *Matthew 22:39* | OFSTED LOGO  School Lane, Herne, Kent CT6 7AL  Tel: 01227374069  Fax: 01227 741415 |

### JOB DESCRIPTION

**TITLE**  Class Teacher

**RESPONSIBLE TO** Headteacher

JOB PURPOSE AND RESPONSIBILITIES

The education and welfare of a designated class of pupils in accordance with the requirements of the Teachers Pay and Conditions Document, having due regard to the aims, values and ethos of the school, its aims and objectives in relation to the delivery of the National Curriculum and associated assessment and record keeping, and any policies of the Diocese, LA and Governing Body.

**Job purpose**

To facilitate and encourage learning which enables pupils to achieve high standards; to share and support the corporate responsibility for the wellbeing, education and discipline of all pupils.

**Professional duties / responsibilities**

* To inspire pupils, promoting a positive, stimulating approach to learning
* To lead by example, providing a good professional model as a classroom practitioner
* To communicate high expectations and ambition to children in their work and attitude
* To maintain good order and discipline amongst pupils, in accordance with the school’s behaviour and anti-bullying policy
* To plan, prepare and implement an appropriate programme of work for the children which:
  + takes account of individual needs through differentiation and encourages children to be confident, independent, lifelong learners
  + promotes their social, moral, spiritual and cultural development
  + fulfils the National Curriculum
  + is in line with school policies
* To assess and evaluate children’s work so that it informs future planning and makes their next steps in learning clear, linked to APP National Curriculum level statements
* To contribute positively to a whole school ethos of improvement and challenge
* To set annual targets for pupils in maths, reading and writing and to track their progress towards them, participating in termly pupil progress meetings and addressing areas for development
* To ensure that all the children within the class have equal access to the experiences and opportunities provided
* To have pastoral care of the teaching group, within the school ethos, by:
* being a good role model for the children in all personal qualities
* fostering the positive self-image of each child through praise and encouragement
* respecting each child and ensuring that the children know they are valued
* To take an active part in meetings/working groups relevant to the age range that you are teaching
* To keep parents of the children within a group or class informed of their child’s needs and progress within both the formal structure of the school’s reporting format and informally when required
* To take every reasonable step to ensure the safety of the children, especially in activities such as PE, educational visits and practical activities and to report any health and safety issues or concern to the Headteacher or the Health and Safety representative
* To alert the Child Protection Co-ordinator to any cause for concern and use the expertise of senior and other colleagues for professional advice and support
* To continue personal and professional development and provide feedback to colleagues
* To actively promote and implement whole school policies and to support initiatives decided by the Headteacher and staff

**In addition the postholder:**

* should be aware of any new legislation that affects the school during the year.
* will take an active part in the annual Appraisal Cycle

**Responsibilities**

* It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.
* Each holder of a post of responsibility should ensure by consultation that his or her area of responsibility receives adequate consideration in the course of the year.

This job description will be reviewed during each Performance Management review or earlier if necessary. In addition, it may be amended at any time after consultation with you.