

## JOB DESCRIPTION



**Post Title:** Class Teacher  
**Responsible to:** Assistant Head Teacher

Main Pay Scale

### **School Ethos**

The school's aims to provide a rich and varied learning experience within a caring atmosphere, where everyone feels happy and secure. In all the undertakings, the ethos of the school should remain central.

The teacher's job description adheres to the conditions laid down in the School Teacher's Pay and Conditions Document.

### **Main Purpose:**

- To carry out the general professional duties of a school teacher under the reasonable direction of the Headteacher of the school.
- To perform such particular duties as from time to time may be reasonably assigned to him/her by the Headteacher.
- Meet the expectations set out in the Teacher's Standards

### **Key responsibilities**

#### **Teaching:**

- Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder
- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupil.
- Liaise with the SENCo to ensure provision of an inclusive classroom to all SEND learners.
- Set and mark work to be carried out by the children, according to their different levels of ability and attainment, and according to the Assessment, Marking and Feedback Policy;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- Establish targets for pupil achievement and ensure this information is used to good effect to evaluate progress;
- Organise the classroom, the educational materials and apparatus, so that they can be used to best advantage in the learning process by all pupils;

**Whole-school organisation, strategy and development:**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the school's vision and values
- Work with others on curriculum and/or pupil development to secure coordinated outcomes.

**Health and Safety:**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

**Working with colleagues and other relevant professionals:**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues.

**Management of staff and resources:**

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- Contribute to the professional development of other teachers and support staff
- Monitor quality and standards of resources delegated to them.

**Professional development:**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and overall performance
- Where appropriate, take part in the appraisal and professional development of others.

**Communication:**

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.
- Communicate and co-operate with specialists from outside agencies;

**Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards. In particular, these teachers will provide a role model for professional practice in the school make a distinctive contribution compared with other teachers and contribute effectively to the wider team.**

**Accountable for:**

- The education and welfare of the children in accordance with national conditions of service and the religious ethos of the school.

- The quality of learning and the achievements of all pupils in the class.

**Authority to:**

- Implement school policies and procedures.
- Liase with parents or other responsible adults and with external professional staff in accordance with school policies and procedures.

**Entitlements:**

- Training and development within the school's INSET programme and in accordance with School Development Priorities.
- 10% Planning, Preparation and Assessment time as outlined in the National Agreement
- Appropriate professional support from the Headteacher and other colleagues.
- Performance Management (Annually)