

## **Class Teacher Job Description**

**Post:** Class Teacher

**Responsible to:** Executive Headteacher

**Specific responsibilities:**

**Duties:**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document which you are required to carry out, along with any other duties that the Executive Headteacher may reasonably direct. It may be modified by the Executive Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**Responsibilities:**

As a Class Teacher you are expected to undertake the following responsibilities:

**Teaching, Assessment, Recording and Reporting**

1. To create and maintain an appropriate, safe and stimulating learning environment which promotes learning, a love of learning and curiosity.
2. To promote the well-being, high standards of behaviour and discipline and educational progress of all pupils, through a variety of teaching styles and learning situations that enhance and facilitate a learning environment which produces motivated, happy and well rounded individuals.
3. To have a good knowledge of and teach within the curriculum guidelines and school policies, making appropriate use of these in conjunction with statutory obligations to provide a broad, balanced creative curriculum which is relevant to and differentiated for the pupils.
4. To develop the classroom environment and your methods of teaching in line with the current thinking and practice including through liaison with the school team and external agencies.
5. To undertake professional development to develop own teaching skills and areas of responsibility to the benefit and development of the whole school.
6. To liaise with other teachers in planning, delivery, evaluation and assessment observing and reporting on each area of the curriculum, especially the development and tracking of long term plans for the creative curriculum.
7. To assess the work of pupils on a regular basis in line with school policy, recording formative and summative assessments, tracking and reporting on pupils' progress through the use of school current assessments and standard assessment tests.
8. To attend pupil progress meetings and taking any actions identified in them to promote the learning and progress of all pupils.
9. To prepare a summative assessment once each year for the purpose of providing a written report for those with parental responsibilities.
10. To ensure that the preparation, marking and recording of assessments of pupils' work is carried out professionally and in accordance with agreed school policies.
11. To submit medium term planning and have ownership of short term planning with annotated assessment notes which inform future planning.

12. To understand and carry out the further duties associated with the role of class teacher including fostering a welcoming caring ethos that values the contribution and achievements of all members of the school community and leading assemblies
13. To ensure that preparations for parental consultation evenings are conducted in accordance with agreed school policies.
14. To set and monitor homework in line with school policy.
15. To promote the general ethos of the School.
16. To promote and maintain good home/school liaison and being readily available to parents for discussions and conveying relevant information to them when appropriate.
17. To provide advice and guidance to pupils on social and educational matters.
18. To encourage the development of a moral and spiritual dimension among pupils.
19. To maintain awareness of current Health and Safety guidance and be responsible for the risk assessments of your own teaching areas within the Academy's policy for Health and Safety.

#### **Appraisal**

20. To participate in arrangements for the appraisal of your own performance and that of other teachers.

#### **Further Training and Professional Development:**

21. To keep under review your methods of teaching and programmes of work, and participate in arrangements for your further training and professional development as a teacher.

#### **Curriculum Development:**

22. To participate in the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements.

23. To take responsibility for specific National Curriculum subject(s).

#### **Discipline, health and safety:**

24. To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

#### **Staff meetings:**

25. To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

#### **Administration:**

26. To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils.

27. To manage or supervise anyone providing support in your class.

28. To contribute to the overall life and work of the school.

29. To take on and develop any additional areas of responsibility in line with the needs of the school and commensurate with your experience.