



Job Description

POST: Class teacher

1. MAIN PURPOSE OF THE JOB

Class Teacher

ORGANISATIONAL RELATIONSHIPS

2. Responsible to the Principal/Deputy Principal through Phase Leader.
 - a. The postholder is responsible to the Principal for his/her teaching duties and responsibilities and for teaching tasks.
 - b. The postholder interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school, with particular reference to early years.
 - c. The postholder is responsible for the co-ordinating and overseeing of the work of teachers and classroom assistants allocated to work within their class.
 - d. To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.

PRINCIPAL DUTIES AND RESPONSIBILITIES

3. To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Principal.
4. This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment. Copies of the relevant documents are available for inspection at the school

KNOWLEDGE AND SKILLS

5. The particular responsibilities attaching to the post of class teacher are as follows:

- (a) to teach, according to their educational needs, pupils assigned to him/her in the allocated class;
- (b) to control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of classroom assistant(s) relevant to the allocated class;
- (c) to maintain discipline in accordance with the rules and disciplinary systems of the school;
- (d) to contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole; and
- (e) to promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

6. Key Tasks

The key tasks attaching to the post of class teacher are as follows:

- (a) to monitor and report to parents on the progress of pupils in the allocated class;
- (b) to assess pupils' achievements and progress in accordance with arrangements agreed within the school;
- (c) to mark class attendance registers;
- (d) to create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning;
- (e) to plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects;
- (f) to identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations;
- (g) to maintain good order and discipline among the pupils, safeguarding their health and safety;
- (h) to organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities;
- (i) To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning;
- (j) to prepare appropriate records for the transfer of pupils;
- (k) to ensure effective use of support staff within the classroom, including parent helpers;
- (l) to participate in staff meetings as required;
- (m) contribute to the development and co-ordination of a particular area of the curriculum;
- (n) to be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements;
- (o) to ensure that school policies are reflected in daily practice;
- (p) to continue professional development, maintaining a portfolio of training undertaken;

- (q) to promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures;
- (r) to recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

Job Description prepared by: Mr Colin Haley

Designation: Principal

Date: September 2014