

Job Description

Class Teacher



Class Teacher

Position

Principles

A Class Teacher will be expected to undertake all the professional duties of a teacher, under the terms and conditions in the School Teachers' Pay and Conditions Document 1996, and under the reasonable direction of the Head Teacher.

In the fulfilment of all responsibilities and duties, a Class Teacher should show a commitment to the aims, policies and ethos of the school, and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

This Job Description identified exhaustively the responsibilities of the post. It will be reviewed annually by the Head Teacher and Governing Board and may be subject to amendment as the needs of the school require, but only after full consultation with all teachers concerned. LEA grievance procedure applies in relation to any dispute arising in connection with this Job Description.

Responsibilities

It is the responsibility of a Class Teacher to

- **TEACH** a class of pupils to develop knowledge skills, understanding and abilities to the highest level, within a secure and challenging environment.
- **UNDERTAKE** associated pastoral and administrative duties and general responsibilities as agreed with the Head Teacher.
- **SET** high expectations which challenge pupils.
- **MAINTAIN** good order in the classroom and around the school with due regard to the school's policy on behaviour and discipline.
- **PROVIDE** a good role model for pupils.
- **SAFEGUARD THE HEALTH AND SAFETY** of self and others in accordance with the school's Health and Safety Policy.

Duties

It is the duty of a Class Teacher to

- **PLAN**
- Teaching programmes on a termly and weekly basis in accordance with school policies and schemes of work, and the demands of the National Curriculum.
- Programmes of work and activities for pupils according to their educational needs.
- Differentiation within activities so that all children are able to develop their full potential.
- For the progression of pupils within and between activities.
- Educational visits and visitors appropriate to ongoing work.

- **PREPARE**
- Appropriate teaching materials.
- Activities for pupils matched to their individual needs.

- **ORGANISE**
- The classroom environment.
- The use and storage of books and other teaching materials within the classroom.
- The learning experiences of all pupils.
- Educational visits.

- **IMPLEMENT**
- Planned teaching programmes using a variety of methods appropriate to the needs of the class.
- Planned programmes of work and activities matched to pupils' educational needs.
- The school's policy with regard to pastoral support.
- The school's policy on behaviour and discipline, including the use of appropriate praise or sanctions for pupil's work and behaviour.
- Planned educational visits.

- **MONITOR AND ASSESS**
- The achievements and progress of individual children with reference to the arrangements in use in the school and the requirements of the law.
- Pupil performance through the completion of Standard Assessment Tasks/Tests in Baseline and Key Stage 1.

- **SUPPLY THE FOLLOWING INFORMATION**
- Daily attendance records.
- Termly and weekly planning records to be shown to the Head Teacher.
- Oral and written reports to parents.
- Records of progress and performance and annotated samples of work.
- Documentation necessary for transfer to secondary education in Year 6.
- Oral and written reports to any other agencies entitled to such information.

- **ATTEND THE FOLLOWING MEETINGS**
- Meetings as required relating to the curriculum, administration and organisation.
- Termly parents' meetings.
- Meetings on National Curriculum Standard Assessment Tasks/Tests for parents of pupils in Year 2 and Year 6.
- Meetings with parents of pupils on the Special Educational Needs Register.

- **DEVELOP PERSONALLY AND PROFESSIONALLY THROUGH**
- Reflection of own practice and private study.
- Participation in the school's teacher appraisal programme.
- Participation in appropriate in-service education programmes.

Relationships

A Class Teacher is required to

- **BE RESPONSIBLE TO**
- The Head Teacher.

- **CO-OPERATE WITH**
- The Head teacher.
- All colleagues, both teaching and non-teaching.
- Subject and area co-ordinators.
- Invited advisors offering support for curriculum development.
- Inspection teams.

- **TAKE RESPONSIBILITY FOR**
- The organisation and supervision of work of classroom assistants supporting the class.
- The organisation and supervision of work of students assisting the class.
- The organisation and supervision of voluntary helpers assisting the class.