



Job Description – Class Teacher

Role: Class Teacher

Responsible to: Head of School

Core Purpose:	
To carry out the professional duties of a class teacher as described in the Teachers Pay and Conditions Document, including those duties particularly assigned to him/her by the Headteacher.	
Duties and Responsibilities:	
Teaching and Learning	
<ul style="list-style-type: none"> • Create a safe, stimulating and challenging classroom environment, which motivates children to learn. • Have high expectations for all pupils including those with SEN; making good use of methods and resources to enable all pupils to learn effectively. • Plan and teach well-structured lessons, following the school's curriculum and schemes of work, and with reference to the National Curriculum. • Provide high quality lessons, which build on what children already know and can do; use assessment to inform future planning. • Demonstrate good subject and curriculum knowledge. • Encourage children to think and talk about their learning, develop independence and take pride in their work. • Assess and monitor pupil progress and provide feedback to both children and parents regarding next steps for learning. • Manage the behaviour of children effectively to ensure a good and safe learning environment, in accordance with the school Behaviour Policy. • Effectively use ICT to support and enrich learning experiences and for maintaining assessments and records. • Deploy Teaching Assistants, support staff and volunteer helpers effectively to support children's learning. • Participate in arrangements for preparing pupils for external tests. • To provide strong, professional leadership of a subject area across the school, in order to: <ul style="list-style-type: none"> ▫ Develop high quality teaching and learning; ▫ Ensure progressive teaching of skills and knowledge; ▫ Support teachers to ensure good progress and attainment for all groups of pupils. 	
Pastoral Care	
<ul style="list-style-type: none"> • Promote the general safety and well-being of pupils, working in partnership with parents and other professionals responsible for their care. • Keep records and write reports on the personal and social needs of pupils, sharing these with parents, carers, staff and external agencies as required. 	
Monitoring, Assessments and Reports	
<ul style="list-style-type: none"> • Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching. • Mark and monitor children's work, in accordance with the school Feedback Policy, and set next steps for learning. • Provide oral and written assessments, and informative reports relating to individual pupils, including attending parent consultation meetings. 	

Professional Development
<ul style="list-style-type: none"> • Take part in the school's performance management procedures. • Reflect on your own teaching practice and the standards of learning in your classroom. • Participate in regular training and professional development, including that identified to support performance management objectives.
School Community / Culture
<ul style="list-style-type: none"> • Promote the inclusive ethos and values of the school and the Multi-Academy Trust. • Work closely with other staff to support effective teamwork and good relationships, develop good practices and approaches and maintain regular communication. • Attend and participate in meetings which relate to the curriculum or organisation and administration of the school, including pastoral arrangements. • Register the attendance of pupils using the school SIMS system. • Carry out playground duties, assembly and other rota duties as requested by the Headteacher. • Provide cover, in the unforeseen circumstance that another teacher is unable to teach.
Personal and Professional conduct
<ul style="list-style-type: none"> • Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school. • Maintain high standards of attendance and punctuality.
Other Duties
<ul style="list-style-type: none"> • Safeguard and promote the welfare of pupils and follow school policies and the staff code of conduct. • Work flexibly within the framework of the duties and responsibilities above. The postholder may be expected to carry out work that is not specified in the job description but which is within the remit of the duties and responsibilities.