

## Woodfield School: Class Teacher.

This Job Description should be read in conjunction with the QTS professional standards.

### Job Purpose:

The Class Teacher will:

- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
- Have a working knowledge of:
  - The National Conditions of Employment for Schoolteachers as set out in the current copy of the School Teachers' Pay and Conditions Document ;
  - The National Standards for Qualified Teacher Status.

### Duties:

The Class Teacher will:

- Implement agreed school policies and guidelines.
- Support initiatives decided by the Principal / Director and staff.
- Be responsible for a class of pupils and be the first point of contact for parents.
- Set a good example to pupils and be an effective role model.
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
- Adopt a variety of teaching styles suitable to the needs of the pupils.
- Set clear targets, based on prior attainment, for pupils' learning.
- Provide a stimulating classroom environment by ensuring that pupils' work is regularly displayed and that equipment, furniture and fittings are used effectively and are well cared for by pupils.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Set and mark appropriate class work and homework in line with school policy.
- Report to parents on the development, progress and attainment of pupils.
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
- Take part in and contribute to meetings that relate to teaching/curriculum and other scheduled calendar meetings; cooperate with and, where appropriate, advise the Principal /Director and other colleagues in the review, development and management of a subject in the school.
- Communicate and co-operate with specialists **from** outside agencies.
- Plan for, organise and direct the work of support staff within the classroom.
- Participate in the performance management system for the appraisal of their own performance.

- Promote good attendance and monitor in accordance with the school's Attendance Policy.
- Be aware of and take responsibility for matters relating to Health & Safety.
- Undertake professional duties that may be reasonably asked of them by the Principal / Director

**Post-threshold expectations:**

- Provide a role-model for teaching and learning.
- Make a substantial and sustained contribution (specifically agreed through performance management system) to the raising of pupil standards and contribute effectively to the work of the wider school team.