

## Job Description – Class Teacher

<b>Job Purpose</b>
<ul style="list-style-type: none"> <li>To carry out professional duties and to have responsibility for the education and welfare for an assigned class.</li> <li>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.</li> <li>To promote the aims and objectives of the school and maintain its philosophy of education.</li> </ul>
<b>Main Duties and Responsibilities</b>
<p><b>Teaching:</b></p> <ul style="list-style-type: none"> <li>To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.</li> <li>To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.</li> <li>To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.</li> <li>To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.</li> <li>To assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.</li> <li>To prepare appropriate records for the transfer of pupils.</li> <li>Adapt teaching to respond to the strengths and needs of pupils.</li> <li>To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.</li> <li>Promote good progress and outcomes by pupils.</li> <li>Demonstrate good subject and curriculum knowledge.</li> <li>Participate in arrangements for preparing pupils for external tests.</li> <li>To ensure that school policies are reflected in daily practice.</li> </ul> <p><b>Personal and Professional Conduct</b></p> <ul style="list-style-type: none"> <li>Uphold public trust in the profession and maintain high standards of ethics and behaviour within and outside school.</li> <li>Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality.</li> <li>Understand and act within the statutory frameworks, setting out their professional duties and responsibilities.</li> </ul>

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### Whole-school organisation, strategy and development

- To support the Head Teacher in promoting the ethos of the school.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures to support the school's values and vision.
- Work with others on curriculum and pupil development to secure co-ordinated outcomes.
- 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.
- Make a positive contribution to the wider life and ethos of the school.
- To participate in staff meetings as required.
- To ensure effective use of support staff with the classroom.

### Communication

- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist.

### Health, safety and discipline

- Promote the safety and wellbeing of pupils.
- To be responsible for ensuring that the School Child Protection Policy is adhered to and concerns are raised in accordance within this policy.
- To comply with the School's Health and Safety Policy and any school-specific procedures/rules that apply to this role.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity. To recognise health and safety is a responsibility to every employee and to take reasonable care of self and others.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

### Professional development

- Take part in further training and development.