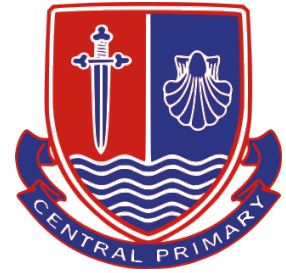


# Central Primary School



## Class teacher

### Job Description

**Salary scale:** MPS/UPS

**Responsible to:** Headteacher/ Deputy Headteacher

### Purpose of the job

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions Document.

### Main duties

All teachers work within the statutory conditions of employment set out in the current teacher pay and conditions document. The duties listed below are not, therefore, an exhaustive list of what is required.

- Be responsible for the quality of learning and teaching of all pupils who are assigned to the post holder.
- To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
- Support the inclusion of all pupils assigned to the post holder through collaboration with specialist staff and external agencies.
- Supervise the work of any support staff, including higher level teaching assistants and support teachers, who are assigned to work with the postholder's pupils.
- Provide leadership across the school in a designated subject or curriculum area, this to include:
  - i) monitoring quality and standards
  - ii) contributing to school planning and self-evaluation
  - iii) providing professional support to other teachers and support staff
  - iv) advising the headteacher on appropriate resources and materials
  - v) leading appropriate professional development. (excluding NQTs)

### Learning and teaching responsibilities

- To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
- To ensure a close match between the learning experiences offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of their capability.

- To make appropriate educational provision for disadvantaged children, those with SEN and those learning EAL, with support from the SENCo and EAL coordinators, leading SEN reviews where appropriate.
- Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.
- To provide children with opportunities to manage their own learning and become independent learners.
- Consistently demonstrate high expectations for every child.
- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and behaviour management.
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
- To maintain a high standard within your classroom environment.
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
- To assess children's progress, maintain records, meet with parents/carers and provide written reports to parents/carers in accordance with school policies.
- To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and behaviour are promoted in everyday classroom organisation and practice.
- To liaise with support staff both school based, from the LA & from other external bodies as required.
- To take responsibility for the management of other adults in the classroom.
- To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
- Contribute to the overall aims, ethos and targets of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

## **Safeguarding and equality**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.

## **Review of duties**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

Signed \_\_\_\_\_

Date \_\_\_\_\_