



## **Job Description - Class Teacher**

### **Areas of Responsibility and Key Tasks**

#### ***Planning, Teaching, Monitoring, Assessment and Record keeping***

1. To teach children according to the schemes of work and policies of the school.
2. To provide a clear structure and sequence of lessons which maintain pace, motivation and challenge for children.
3. To plan teaching to achieve progression in children's learning by identifying clear teaching objectives, setting tasks which challenge pupils, setting clear and challenging targets for pupils and identifying pupils who have specific needs.
4. To deliver lessons that ensure teaching and learning is at least consistently good.
5. To differentiate activities to meet all children's needs.
6. To deliver the curriculum using a variety of teaching styles which challenge the children and ensure high levels of interest.
7. To encourage the children to become independent and self-disciplined learners.
8. To make best use of teaching time by maintaining an orderly classroom and establishing a purposeful learning environment.
9. To use and keep up to date own ICT skills to teach school curriculum and schemes of work effectively.
10. To assess children's work effectively and regularly during and after lessons and to teach children self-assessment strategies so they are involved in their own assessment.
11. To maintain continuity and progression in all areas of the curriculum by using on-going teacher assessment and SATs where appropriate.
12. To up-date the school curriculum and class and individual assessment record sheets including the use of school tracking systems.
13. To establish a safe and stimulating classroom environment which provides evidence of children's work through regularly updated display.
14. To contribute to the whole school learning environment using display to promote effective learning

#### ***Pastoral / Behaviour management***

1. To be directly responsible for the safety and welfare of members of the class and indirectly for all children within the school, during teaching times, at the beginning and end of each session and at playtimes.
2. To take assemblies on a rota basis and any other additional responsibilities which might from time to time be determined.

3. To share responsibility for implementation of the school's behaviour policy across the whole school at all times.
4. To identify children causing concern and those with specific needs and to inform the head teacher/SENCo.
5. To liaise with the appropriate outside agencies about children with special needs or those causing concern.
6. To act as a positive role model to the children in behaviour, presentation and attitude.

### ***Working together***

1. To liaise with colleagues throughout the school to ensure a whole school approach to all aspects of school life, including planning and organisation
2. To establish a positive and effective relationships with children and their families to develop the school as a caring environment and to maximise their learning potential.
3. To establish links with the community to enable children to learn from direct experience.
4. To share, through appropriate school procedures, all concerns regarding children or adults.
5. To contribute to the corporate life of the school through effective participation in meetings and management systems
6. To establish effective working relationships and set a good example through your presentation and personal and professional conduct

### ***Professional Development***

1. To take an active role in Continuing Professional Development to ensure that individual needs are identified and met.
2. Attend appropriate in-service courses and report back to colleagues.
3. To deliver CPD as appropriate to whole staff or groups of staff linked to responsibilities in school.

### ***Curriculum Support***

For teachers with at least 1 year's teaching experience, responsibility - in consultation with the Head teacher and in co-operation with colleagues and Governors - for the oversight and the development of an agreed curriculum area throughout the school.

### **Curriculum Responsibilities**

1. To ensure that the school's vision, values and ethos are met through all areas of curriculum responsibility and to support with embedding those values across the school by acting as a role model for them.
2. To maintain, in collaboration with the head teacher, and by consultation with all stakeholders, aims and objectives for curriculum area throughout school.
3. To prepare and update the curriculum and schemes of work for Curriculum areas

as and when necessary.

4. To monitor and evaluate, review and subsequently amend schemes of work.
5. To monitor standards of teaching and learning in Curriculum area through lesson observations, scrutiny of pupils' work and staff planning.
6. To respond to outcomes of monitoring through planning and leading whole staff and bespoke CPD.
7. To act as a source of professional advice, to lead and motivate staff in the teaching of Curriculum area by keeping abreast of developments in the subjects, disseminating them to staff and leading their implementation in school as agreed by leadership team.
8. To attend training courses where appropriate and disseminate information to staff.
9. To organise the purchase of resources based on identified need within school, to monitor their availability and use and maintain an annual audit.
10. To write the school improvement plan for Curriculum area on an annual basis
11. To undertake other such duties in connection with Curriculum area in the school which the Head Teacher may from time to time require.