

# Class Teacher Job Description



<b>POST:</b>	Class Teacher
<b>RESPONSIBLE TO:</b>	Headteacher
<b>RESPONSIBLE FOR:</b>	To be directly responsible for the teaching and learning of a class of children as designated by the Headteacher.
<b>GRADE:</b>	MPS
<b>KEY RELATIONSHIPS:</b>	Headteacher, Deputy Headteacher, SENCo, Senior Management Team; relevant teaching and support staff; children; partner professionals; parents; local community.
<b>LOCATION:</b>	Great Leighs Primary School

## **JOB PURPOSE:**

- To teach children in a highly effective manner.
- To demonstrate practice which brings about excellent children's learning in the class designated to you by the Headteacher.
- The post holder is expected to carry out the professional duties of a qualified teacher in accordance with the current DfE School Teachers' Pay and Conditions document and those described in the Outcomes.
- The post holder is expected to meet all the Professional Standards for Teachers.

## **RESPONSIBILITIES:**

- To promote and safeguard the welfare of children in the school.
- To be responsible for the learning of children assigned to you by the Headteacher
- To teach, according to their educational needs, the children assigned (i.e. an allocated class, groups or group according to the internal organisation of the school).
- To set and mark work carried out by the children in accordance with the school's relevant policies.
- To assess children's achievements and progress and attainment and record this in accordance with arrangements agreed within the school.
- To control and oversee the use and storage of books and other teaching materials and resources provided for class use.
- To manage the responsibilities and workload of Learning Support Assistants assigned to your class; this includes supervising, directing and planning work for them in your classroom as appropriate.
- To maintain discipline in accordance with the school's behaviour policy.
- To monitor, report to and consult with parents/carers on the progress of children allocated to you.
- To attend and contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
- To take part fully in primary school duties such as supervising playtimes, taking whole, key stage, class assemblies.
- To actively support the vision, ethos and policies of the school.
- To attend whole school training days.

## **Subject / Area Leadership (if applicable)**

- To ensure there is a consistency of teaching, continuity in context and skills, and high standards of learning throughout the school.
- Co-ordinate the development of a cohesive and effective long-term plan in your subject/area of leadership.
- Review, monitor and evaluate current practice (including schemes and policies) and provide feedback to the Senior Leadership Team.
- Support, motivate and advise staff where appropriate.
- Monitor standards and progress in the subject/area.
- Maintain an up-to-date knowledge of local and national initiatives.

## **OUTCOMES**

### **1. Achievement and standards**

- Set high expectations for your class and area of responsibility which contribute significantly to school targets.
- Ensure a consistent and continuous focus on children's achievement using assessment data to track and monitor the progress in every child's learning.
- Evaluate children's progress across specified areas of responsibility through the use of observations, assessments, learning records and regular analysis of the data (as available/applicable).
- Continuously monitor and evaluate the effectiveness of your learning outcomes.

### **2. Quality of Provision**

- Seek opportunities to ensure the quality of teaching and learning is good or better
- Monitor the quality of teaching and children's learning through the analysis of performance data, work scrutiny, pupil interviews in collaboration with the relevant Senior Leader.
- Develop and maintain school policies and practices which promote high achievement and inclusion through effective teaching and learning.
- Seek opportunities to collaborate with other innovative and high achieving teachers and schools to share and develop excellent practice.
- Take opportunities to develop your skills in respect of new and emergent technologies to enhance and extend the learning experiences of children.
- Implement strategies that ensure high standards of behaviour.

### **3. Leadership and Management**

- Take responsibility for improvement and development within your classroom.
- Play a key role in creating an environment within the school where children and staff develop and maintain positive attitudes towards each other, the environment and community.
- Contribute to the development and review of the School Improvement Plan, school self-evaluation and any related documentation.
- Provide effective support, guidance, challenge and information for all staff who may work in your classroom.
- Maintain clear expectations, high standards of professionalism and collaboration to meet school priorities.
- Effectively manage and deploy relevant resources and, if applicable, finances.

#### **4. Personal Development and Well-Being**

- Set high expectations to ensure all children are making good progress,
- Identifying any individual needs and put in place support to overcome any barriers to learning.
- Treat all members of the school community fairly, equitably and with respect to create and maintain the school ethos.
- Ensuring the safeguarding of all children through the implementation of effective policies and procedures
- Ensuring a safe working and learning environment through application of appropriate risk assessment and adherence to current Health & Safety regulations

#### **5. Views of Learners, Parent/Carers and other Stakeholders**

- Ensure an effective partnership with parents and carers to support children's development.
- Ensure parents and carers are well informed about their child's progress and targets.
- Prepare guidance materials for parents and carers to help them support their child's learning if applicable.

#### **6. Professional Development**

- Keep up to date with current research in school improvement in the specified area(s) of responsibility.
- Participate in Performance Management in accordance with school policy.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled.

**All staff take an active role in the school's care and guidance of children.**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**