

## Job Description:

**Name of Postholder:**

**Job Title:** Class Teacher

**Hours/week:**

**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 in line with school policy and expectations
- promote the positive ethos and core values of the school, both inside and outside the classroom;
- maintain and promote productive relations amongst teaching and non-teaching staff, parents and governors;
- comply with and demonstrate in their daily practice the expectations of all teachers as stipulated in the Teacher's Standards document

**Duties:**

The Class Teacher will:

- implement agreed school policies and guidelines;
- support initiatives adopted by the school and approved by the Head Teacher and Senior Leaders and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- set clear targets, based on prior attainment, for pupils' learning;
- conduct all activities on and off-site with regard for the safeguarding of children in line with the school's policy
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning in line with school expectations
- 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;
- attend meetings as set out in the school calendar commensurate with level of responsibility;
- communicate and co-operate with specialists from outside agencies as appropriate;
- lead, organise and direct support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance and undertake training as required.

Signature of staff member \_\_\_\_\_ Date \_\_\_\_\_

Signature of Head Teacher \_\_\_\_\_ Date: \_\_\_\_\_