



## **CLASS TEACHER JOB DESCRIPTION**

### **INTRODUCTION**

This job description should be read in conjunction with the School Teachers' Pay and Conditions Document.

### **JOB PURPOSE**

- To ensure the most effective education possible for the learners for which you have class/group responsibility (socially, emotionally, morally, physically, spiritually, culturally and intellectually)
- Planning and preparing courses and lessons so that the learners make the best progress possible and attain the highest standards of they are capable
- Teaching, according to the pupil's educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere
- Assessing, recording and reporting on the development, progress and attainment of pupils
- To ensure development of learners and colleagues through a particular subject /area of responsibility
- To promote the distinctive ethos of the school
- To work towards the success of the School Improvement Plan as a class teacher and within a specific subject/area of responsibility
- To provide Equal Opportunities for all

### **KEY RESPONSIBILITIES**

- For effective learning, progress and attainment of all learners in their care
- For good behaviour of all learners in their care
- For good behaviour of learners in school in general
- To colleagues for your own and their professional development
- To parents to ensure effective and constructive home/school liaison
- Supporting the leadership of the school

## **SUMMARY OF KEY TASKS**

- To prepare for provide and review lessons that lead to the effective education of the learners in your charge and to develop their ability to take responsibility for their own learning
- To fulfil the potential of each learner in all areas of his/her development
- To provide feedback for learning to all learners in your charge
- To assess the abilities of all learners in your class
- To ensure good behaviour of all learners in your care and to develop within them positive attitudes towards adults, peers, property and work
- To maintain effective records in relation to progress of class and individual children
- To have responsibility to develop and maintain a harmonious and constructive home/school partnership
- To consult and inform parents regarding progress, attainment and attitude
- To participate in arrangements for further training and the development of your own professional skills and knowledge

## **ADDITIONAL KEY TASKS – MAIN SCALE TEACHER**

To ensure the effective education of the learners in your care in line with the planned curriculum and aims and objectives of the school.

You are required to carry out such particular duties as the Headteacher may reasonably direct and in particular take responsibility for a subject/aspect. (unless NQT)

This area of responsibility will be reviewed annually

- To maintain a high standard of personal achievement in the assigned area of responsibility.
- To heighten awareness of colleagues to the range and use of equipment and materials pertaining to this area available in the school.
- To accept responsibility for the storage and maintenance of resources.
- To participate in arrangements for further training and the continuing development of your own professional skills and knowledge and those of colleagues in this area of responsibility.
- To liaise with senior members of staff.
- To keep this area under review amending guidelines as appropriate after consultation with colleagues and with approval of the Headteacher.