

# Legh Vale Primary School

## Job Description: Class Teacher

### Job Holder:

### 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;
- ♥ maintain the positive ethos and core values of the school, both inside and outside the classroom;
- ♥ contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- ♥ ensure that the current national conditions of employment for schoolteachers are met.

### Duties:

- ♥ The Class Teacher will:
- ♥ implement agreed school policies and guidelines;
- ♥ support initiatives decided by the Head Teacher and staff;
- ♥ plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- ♥ be able to set clear targets, based on prior attainment, for pupils' learning;
- ♥ provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- ♥ keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- ♥ 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;
- ♥ participate in meetings which relate to the school's management, curriculum, administration or organisation;
- ♥ communicate and co-operate with specialists from outside agencies;
- ♥ lead, organise and direct support staff within the classroom;
- ♥ participate in the performance management system for the appraisal of their own performance, or that of other teachers.

Signed \_\_\_\_\_ (Teacher)                      Date \_\_\_\_\_

Signed \_\_\_\_\_ (Head Teacher)                      Date \_\_\_\_\_