

## **JOB DESCRIPTION : Class Teacher**

### **Responsible to:**

Headteacher, Deputy/Assistant Headteachers and Phase Leader

### **Salary Grade:**

MPS/UPS depending on experience

### **Main Duties and Responsibilities**

The duties and responsibilities are outlined in this job description. These are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

Some duties undertaken and the expected standard of work will reflect the pay scale point and nationally accepted grade descriptors that align with those. These are available and shared with school staff.

### **Safeguarding**

- Take full responsibility for the safeguarding and protection of all children and young people within the school.
- Be familiar with the school's Safeguarding and Child Protection procedures and implement these at all times.

### **Teaching and Learning**

- Ensure the individual needs of the pupils are met through differentiated work, allowing for the highest standards to be achieved by all.
- Plan, prepare and teach the National Curriculum in line with statutory requirements and the school's schemes of work and medium term planning to ensure that teaching is of the highest standard.
- Take into consideration the learning needs of the children in the class, and ensure that planning and lesson delivery accounts for these.
- Create a stimulating, organised, interactive and informative learning environment which encourages each child to achieve their potential.
- Ensure equal opportunities for the children across the year group, in partnership with the parallel class teacher.
- Ensure that all children are able to access the teaching and learning opportunities, and seek advice from the Inclusion Leader as appropriate.
- Direct and support teaching assistants to ensure that pupils can access learning

### **Curriculum**

- Be fully informed and up to date with current educational thinking and practice, and also with School and LA policies, paying particular regard to the implementation of the Early Years Foundation Stage Curriculum and the National Curriculum for KS1 and KS2.

- Ensure that all children have equal access to a broad and balanced curriculum.
- Plan, record, monitor and evaluate classroom practice as required by the School and National Curriculum.
- Develop and foster classroom practice which values and enhances diversity throughout the curriculum and effectively meets the needs of children who have English as an Additional Language.
- Have regard to the SEND Code of Practice for the identification and assessment of Special Educational Needs, and be responsible for the delivery of Quality First Provision to support the education of identified pupils.

### **Assessment and Reports**

- To provide and contribute to oral and written assessments of children.
- To set achievable targets for pupils which are regularly reviewed.
- To ensure that ongoing formative assessment of children's needs and abilities feeds into planning for their next steps.
- To maintain Individual Education Plans (IEPs) and Behaviour Support Plans for identified pupils, in consultation with the Inclusion Leader.
- Report to parents in line with the school's statutory reporting cycle.

### **Responsibilities**

- To liaise with parents/carers and relevant agencies.
- To attend staff meetings, INSET activities to enhance professional development and work in conjunction with other staff.
- To take an active role in the school by taking an area of responsibility as agreed with the Headteacher and Senior Leadership Team, depending on the strengths/interests of the teacher and the present needs of the school (this does not apply to Early Career Teachers).
- To take responsibility for an area of school life. To respond, change and adapt this responsibility inline with school priorities, provided the change is agreeable to both the teacher and the Headteacher.

### **General**

- Provide a supportive and nurturing class environment where pupils can flourish.
- Ensure the health and safety of all of the children at all times.
- Carry out a share of supervisory duties in accordance with published rotas
- Ensure positive lines of communication with parents

### **Other duties and responsibilities**

To carry out other duties, at the request of the Headteacher, such as may be required commensurate with the scope and grade of the post.

**Accountability**

The class teacher will account for the efficiency and effectiveness of their teaching to the Headteacher, Governors and others, including parents and staff.

The Class Teacher will:

- Provide advice and support to parents and assist in the provision of information to parents/carers
- Assist in the development of home/school links
- Develop and maintain good relations and links with the Governing Body, parents/carers, Local Authority, neighbouring schools and the community.