



**To Learn, Grow and Achieve together Through God's Love'**

## **St Stephen's Job Description**

### **Classteacher**

#### **Main duties/responsibilities**

<b>General duties</b>
Undertaking duties as required in the 'Teachers' Standards'
Displaying commitment to the ethos and success of the school.
Contributing to the school's process of self-evaluation and development.
Being familiar with the school's systems, structures, policies and procedures.
Actively supporting school activities where required, including attending educational trips, extra-curricular activities and parents' evenings, which may require some out-of-hours availability.
<b>Teaching</b>
Delivering learning in accordance with the curriculum, national guidelines and the school's strategy.
Teaching a class of approximately 30 pupils.
Planning a varied, balanced and appropriate curriculum which supports the needs of all pupils and ensures all pupils reach their potential.
Adapting teaching styles to suit all pupils and providing a supportive learning environment.
Differentiating resources and equipment so lessons can be accessed by all pupils.
Self-evaluating their teaching to improve effectiveness.
<b>Pupil support</b>

Carrying out other duties that support pupils' learning while operating in accordance with the school's policies and procedures.
Working as part of a team to evaluate and develop pupils' learning needs.
Enforcing the school's Behaviour Policy through effective classroom management.
Encouraging pupils to develop and use their creativity and initiative, gain increased independence, and undertake new responsibilities.
Being familiar with the 'Special educational needs and disability code of practice: 0 to 25 years', and supporting pupils with SEND appropriately.
Understanding the school's safeguarding procedures and actively promoting pupils' wellbeing and safety.
<b>Monitoring and reporting</b>
Being committed to the school's target setting and monitoring systems for pupil progress.
Systematically assessing and recording pupils' academic progress and other areas of their progress, and using the results to inform lesson planning decisions.
Monitoring pupils' classwork and homework, providing feedback and setting informed targets.
Delivering relevant national assessments in line with the relevant frameworks.
Reporting on individual pupils' progress to the <b>headteacher</b> and parents, as required.
<b>Training</b>
Keeping up-to-date with, and remaining knowledgeable about, the requirements of the curriculum and national guidelines.
Undertaking relevant CPD.
<b>Communication</b>
Liaising with the SLT to ensure teaching is delivered in line with school expectations and goals.
Working with the SENCO to ensure pupils with SEND are appropriately supported.
Working with the DSL and their deputies to ensure safeguarding is promoted.
Working with the designated teacher for CLA to support CLA and previously CLA.

