

**JOB DESCRIPTION**

**JOB TITLE: Class Teacher**

**ACCOUNTABLE TO: The Headteacher**

The appointment is with the Governing Body of the School as employer. It is also subject to current conditions of employment of school teachers, contained in The School Teachers’ Pay and Conditions Document and other current educational and employment legislation.

**Ethos**

* + To ensure that pupils have a safe and caring environment both in school and on out of school activities.
  + To foster good relationships with all members of the school and local community including parents.
  + To promote the school and all it stands for on all occasions, in particular, work with stakeholders.
  + To celebrate the successes of the school at every opportunity
  + To act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment
  + To perform, in accordance with any directions which may reasonably be given by the Headteacher, such particular duties as may be assigned.

**Teaching and Learning**

* + To participate in long term planning and reviewing for the school and to carry out such medium and short term planning for teaching, and evaluating, as required by the school’s policies.
  + To teach, according to their educational needs, the pupils assigned to them including the setting and marking of work to be carried out in school and elsewhere.
  + To manage the classroom effectively to develop a purposeful and stimulating learning environment.
  + To manage pupil behaviour in a positive and effective manner.
  + To review programmes of work, teaching materials and methods in liaison with co-ordinators and other colleagues.
  + To assess, record and report all the development, progress and attainment of pupils having regard to the curriculum of the school.
  + To set targets for individual pupils as required.
  + To make records and reports on the personal and social needs of the pupils, communicate and consult with parents, co-operate with persons or bodies outside the school and participate in meetings as necessary.
  + To promote the general progress and well-being, including the provision of guidance on educational and social matters, of individual pupils and any class or group assigned to them.

**The Teacher as a Professional**

* To contribute to a climate of mutual support, in which self-confidence and self-esteem can grow and to work as a member of a team.
* To be committed to personal professional development and to participate in the school’s system of performance management
* To contribute as appropriate to the professional development of colleagues.
* To participate in meetings with other staff to review curricular, pastoral and organisational and administrative matters affecting the school.
* To supervise and support the work of teaching and learning assistants including volunteers.
* To take part in the induction and assessment of newly qualified teachers and of students undertaking school practice.
* To supervise pupils outside the classroom as required by the headteacher and within the Conditions of Employment.
* To participate in cover for absent staff as required and within the terms of the Conditions of Employment.

**Resource Management**

* To manage materials and equipment for lessons to ensure minimal damage wastage and loss.
* To provide a purposeful, safe and tidy working environment that celebrates achievement and success.

**Specific Responsibilities**

* To co-ordinate curriculum subject areas as agreed with the school

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.