

**Chaucer Primary School**

**Job Description: Class Teacher**

**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 and parents;
* ensure that the current conditions of employment as outlined on the teacher’s contract are met.

**Duties:**

**The Class Teacher will:**

* implement agreed school policies and guidelines;
* support initiatives decided by the Headteacher 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 appraisal system for the appraisal of their own performance, or that of other teachers.